

# Student Handbook

1977-78

*Stan Nelson*

West Virginia  
University

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# ***WVU Student Foundation Is Serving You!***

The best possible educational experience for every student is the goal of the West Virginia University Student Foundation.

WVU Student Foundation is working to expand student contact with University administrators, professors, alumni, and other students by sponsoring a variety of projects.

Each spring the Student Foundation sponsors a dinner to honor students who have achieved academic and extracurricular excellence at WVU. In the fall, the Student Foundation co-sponsors a visit to the Morgantown campuses for all West Virginia Merit Scholars to show them what WVU offers. The Student Foundation also sponsors Mountaineer Week, highlighted by the popular arts and crafts fair—one of the largest in the state.

Student Foundation projects are coordinated by a 19-member Board of Managers: 11 students selected in the spring of each year, 3 ex officio student members, and 5 alumni members who serve as advisers.

**GET INVOLVED!** The Student Foundation needs you...it needs your ideas about how to improve the WVU educational experience...it needs feedback from you for guidance and plans for the future...it needs to know your problems...and if you do not have solutions, the Student Foundation will try to find them.

Visit or call the WVU Student Foundation—618 Spruce Street, telephone 296-8251.

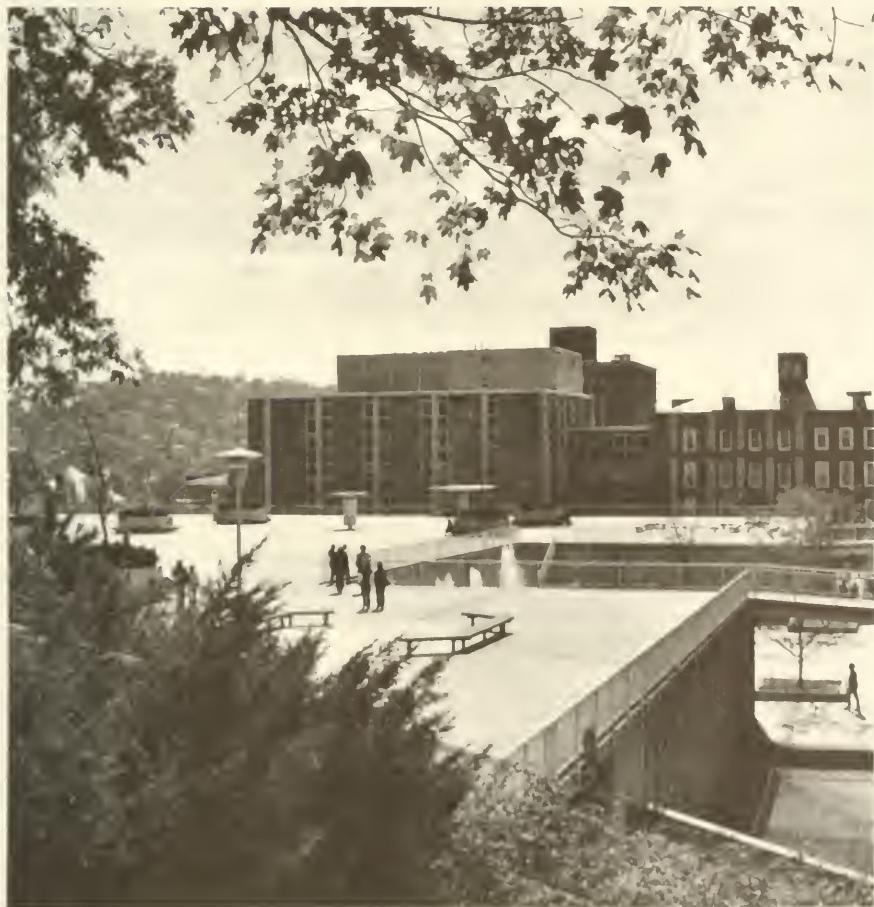
***Students Build Great Universities***

**West Virginia University**

**STUDENT**

**HANDBOOK**

**1977-78**



# Facts About WVU

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**Date Established:** 1867.

**Type of Institution:** Comprehensive state and land-grant university, established under Morrill Act of 1862.

**Major Functions:** Teaching, research, and off-campus education.

**Accreditation:** Member of North Central Association of Colleges and Secondary Schools. WVU educational programs are accredited by the North Central Association and by appropriate accreditation agencies of professional schools.

**Major Divisions:** College of Agriculture and Forestry, College of Arts and Sciences, College of Business and Economics, Creative Arts Center, School of Dentistry, College of Engineering, Center for Extension and Continuing Education, Graduate School, College of Human Resources and Education, School of Journalism, College of Law, School of Medicine, Division of Military Science (ROTC) and Division of Air Force Aerospace Studies (ROTC), College of Mineral and Energy Resources, School of Nursing, School of Pharmacy, School of Physical Education, and School of Social Work.

**Branches:** Potomac State College at Keyser; Charleston Division of the WVU Medical Center; Wheeling Division of the School of Medicine. WVU has six area offices and extension offices in all fifty-five counties. The University operates the State 4-H Camp at Jackson's Mill, Lewis County.

**Degrees Offered:** Bachelor, master, doctorate, and professional; 162 degree programs.

**President:** Gene A. Budig.

**Plant:** Morgantown campuses, 89 buildings on 800 acres valued at \$226 million; experiment farms and forests totaling 17,000 acres throughout the State.

**Operating Budget:** \$154 million a year.

**Libraries:** More than 1,000,000 items, including 850,000 books, 50,000 reels of microfilm, and 600,000 microcards. About 30,000 volumes are added each year. More than 7,000 periodical titles are received.

**Enrollment:** Statewide total of 22,000.

**WVU Nickname:** Mountaineers

**Colors:** Old gold and blue.

**Traditions:** Homecoming Weekend, Freshman Orientation, Link Day (when honor society members are initiated), and Pitt-WVU rivalry (the University of Pittsburgh is WVU's traditional football foe).

# **Contents**

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<b>FACTS ABOUT WVU . . . . .</b>	<b>2</b>
<b>WEST VIRGINIA BOARD OF REGENTS . . . . .</b>	<b>6</b>
<b>WEST VIRGINIA UNIVERSITY ADVISORY BOARD . . . . .</b>	<b>6</b>
<b>WHO/WHERE TO CALL FOR ANSWERS . . . . .</b>	<b>7</b>
<b>EMERGENCY NUMBERS . . . . .</b>	<b>9</b>
<b>UNIVERSITY CALENDAR, 1977-78 . . . . .</b>	<b>11</b>
<b>THIS IS WEST VIRGINIA UNIVERSITY . . . . .</b>	<b>13</b>
Student Fees . . . . .	15
<b>STUDENT SERVICES . . . . .</b>	<b>17</b>
Recreation . . . . .	17
Mountaintair . . . . .	17
Recreation-Intramural Sports . . . . .	17
Facilities . . . . .	17
Equipment . . . . .	18
Hours . . . . .	18
Financial Aid . . . . .	18
Job Opportunities . . . . .	19
Residence Halls Programs . . . . .	19
Housing . . . . .	20
Health Service . . . . .	20
Speech and Hearing Clinic . . . . .	21
Counseling Service . . . . .	21
Placement Service . . . . .	21
Black Student Office . . . . .	22
Foreign Student Office . . . . .	22
<b>OTHER SERVICES AND FACILITIES . . . . .</b>	<b>23</b>
Library . . . . .	23
Book Store . . . . .	23
Academic Advising Center . . . . .	24
Writing Laboratory . . . . .	24
Reading Laboratory . . . . .	24
Check Cashing . . . . .	25
Copy Centers . . . . .	25
Intercollegiate Athletics . . . . .	25
Spouse Activities Card . . . . .	26

# **Contents**

Spouse Identification Card . . . . .	26
Telephone System . . . . .	27
Postal Service . . . . .	27
Security Officers . . . . .	27
Study Abroad . . . . .	28
<b>STUDENT ADMINISTRATION . . . . .</b>	<b>29</b>
Executive Branch . . . . .	29
Board of Directors . . . . .	31
Student Administration Attorney . . . . .	31
Committees . . . . .	31
Events Division . . . . .	31
Executive Division . . . . .	33
University-Wide Committees . . . . .	33
<b>STUDENT ORGANIZATIONS . . . . .</b>	<b>35</b>
Requirements and General Information	
For Approved Student Organizations . . . . .	35
Student Organization Services . . . . .	37
WVU Calendar of Events . . . . .	37
Recognized Student Organizations . . . . .	37
<b>PUBLICATIONS . . . . .</b>	<b>42</b>
Daily Athenaeum . . . . .	42
Monticola . . . . .	42
Reflections . . . . .	43
<b>QUESTIONS, SUGGESTIONS, AND GRIEVANCES . . . . .</b>	<b>45</b>
Academic Matters . . . . .	45
Other Matters . . . . .	46
Further Appeals . . . . .	46
Academic Due Process . . . . .	46
<b>LAWS, POLICIES, AND UNIVERSITY REGULATIONS . . . . .</b>	<b>49</b>
Alcoholic Beverages . . . . .	49
Auto Laws . . . . .	49
Banners, Posters, and Stickers . . . . .	50
Behavior at Sports Events . . . . .	50
Bomb Threats . . . . .	50
Cheating . . . . .	50
Concessions . . . . .	51

# **Contents**

Days of Special Concern . . . . .	51
Destruction of University Property . . . . .	51
Disorderly Conduct . . . . .	52
Dogs, Other Pets . . . . .	52
Drugs . . . . .	52
Firearms . . . . .	52
Fire Equipment . . . . .	52
Gambling . . . . .	52
Hazing . . . . .	52
Open Forum . . . . .	52
Parking, Traffic Regulations . . . . .	53
Bicycles . . . . .	53
Passports . . . . .	54
Records . . . . .	54
Representing the University . . . . .	54
Residence Halls Rules and Regulations . . . . .	54
Smoking . . . . .	54
Speaker Policy . . . . .	54
Illegal Use of Telephones . . . . .	55
Use of University Facilities . . . . .	55
Voter Registration . . . . .	55
<b>DISCIPLINARY PROCEDURES AND DUE PROCESS</b> . . . . .	56
<b>APPENDIX</b> . . . . .	57
Appendix A— Policies, Rules, and Regulations Regarding Student Rights, Responsibilities, and Conduct . . . . .	57
Appendix B— West Virginia University Policy on the Family Educational Rights, and Privacy Act . . . . .	64
Annual Notice to Students . . . . .	66
Appendix C— Residence Halls . . . . .	66
Campus Maps . . . . .	71-72

## West Virginia Board of Regents

950 Kanawha Boulevard, East  
Charleston, WV 25301

Earle T. Andrews, Berkeley Springs  
Dr. Forrest L. Blair, Walker  
Amos A. Bolen, Lewisburg  
Andrew L. Clark, Princeton  
Mrs. Elizabeth H. Gilmore, Charleston  
Edward H. Greene, Huntington  
Albert M. Morgan, Morgantown  
Okey L. Patteson, Mount Hope  
Frederick P. Stamp, Jr., Wheeling  
I. Dee Peters, ex officio, Morgantown  
G. Thomas Searls, ex officio, Marmet  
Daniel B. Taylor, ex officio, Charleston  
Ben L. Morton, *Chancellor*, Charleston

## West Virginia University Advisory Board

Office of the President  
Morgantown, WV 26506

Charles C. Wise, Jr., *Chairman*, Charleston  
Paul B. Martin, *Vice-Chairman*, Martinsburg  
Leslie C. Gates, Beckley  
Robert E. Mentzer, Weirton  
Richard A. Raese, Morgantown  
Fred R. Toothman, Huntington  
Dr. A. J. Villani, Welch  
Harold J. Shamberger, *Secretary*  
Gene A. Budig, *President*

It is the policy of West Virginia University to provide equal opportunities to all prospective and current members of the student body, faculty, and staff solely on the basis of individual qualifications and merit without regard to race, sex, religion, age, or national origin.

The University neither affiliates knowingly with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, color, age, religion, sex, or national origin as defined by applicable laws and regulations.

# Who/Where to Call for Answers

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If you have a question about West Virginia University, check this listing for the office which can best assist you.

QUESTION	TELEPHONE
Academic Advising Center—Charles W. Connell .....	293-4805
Admission to WVU—Admissions and Records .....	293-2121
Agriculture and Forestry—Dale W. Zinn .....	293-2395
Air Force ROTC—Col. Brent A. Cool .....	293-5421
Ambulance Service .....	293-3136
Arts and Sciences—William E. Collins .....	293-4612
Athletic Policies—Leland E. Byrd .....	293-5621
Publicity—Ron Steiner .....	293-2821
Tickets—Debra A. Coles .....	293-3541
Black Student Advisors—Mr. and Mrs. Horace E. Belmear .....	293-4404
Book Store—John J. Porter .....	293-2711
Business and Economics—Jack T. Turner .....	293-5649
Center for Extension and Continuing Education—Ronald L. Stump ..	293-5691
Commencement Activities—Robert D. Slonberger .....	293-4031
Comptroller—S. A. Cunningham .....	293-5741
Counseling Service—James F. Carruth .....	293-4431
Creative Arts Center—Gilbert Trythall .....	293-4841
Daily Athenaeum—Newsroom .....	293-5092
Dean of Student Educational Services—Joseph C. Gluck .....	293-5811
Dentistry—W. Robert Biddington .....	293-2521
Employment (student) .....	Personnel—293-5011; Work-Study—293-4401
Engineering—Bill L. Atchley .....	293-4821
Financial Aid—(Mountainlair)—Neil E. Bolyard .....	293-5242
(Medical Center)—Kenneth R. Sears .....	293-3706
Basic Grants, Guaranteed Student Loans—Kenneth Slater .....	293-5241
Veterans, Scholarships, and Loans, (enrolled students)—Joe Summers .....	293-3331
WVU Achievement Scholarships, Performance Grants, WV Grants—Dawna Martin .....	293-5241
Work-Study—John Patteson .....	293-4401
Student Loans (collection and exit interviews)—William Watson .....	293-3310
Foreign Students—Barbara R. Alvis .....	293-2981/293-2512
Fraternities (Information)—Gordon R. Thorn .....	293-5813
Golf Course (WVU) .....	293-5119
Graduate School—Stanley Wearden .....	293-4920
Health Service (student)—University Hospital .....	293-2311
Housing—Robert A. Robards .....	293-3621

Human Resources and Education— <i>William G. Monahan</i>	293-5703
ID Cards (lost)— <i>Student Educational Services</i>	293-5811
Information— <i>Mountainlair</i>	293-3701
International Programs— <i>Roger D. Yeager</i>	293-2041/2
Intramural Sports	
Men— <i>Lanny Propst</i>	293-5221
Women— <i>Kristen King</i>	293-5221
Journalism— <i>Guy H. Stewart</i>	293-3505
Law— <i>Willard D. Lorenzen</i>	293-5306
Library Services— <i>Robert F. Munn</i>	293-4040
Lost and Found— <i>Building where lost or Mountainlair</i>	293-3701
Medical Service— <i>Student Health Service</i>	293-2311
Medicine— <i>John E. Jones</i>	293-4511
Military Science (ROTC)— <i>Col. Jack L. Mooneyhan</i>	293-2911
Mineral and Energy Resources— <i>Jay H. Kelley</i>	293-5695
Mountainlair	
General Information	293-3701
General Policies	293-2702
Program Office	293-4406
Recreation Center	293-2203
Student Graphics	293-2702
Natatorium	293-2289/293-2292
News Service— <i>Robert P. Fullerton</i>	293-6366
Nursing— <i>Lorita D. Jenab</i>	293-4831
Ombudsman— <i>Stacy L. Groscup</i>	293-3097/293-4536
Orientation (new students)— <i>Herman L. Moses</i>	293-5611
Parking (general policies)— <i>Eugene F. Powell</i>	293-5502
Peer Advising Center	293-6643
Pharmacy— <i>Louis A. Luzzi</i>	293-5211
Physical Education— <i>C. Peter Yost</i>	293-3823
Placement Service— <i>Frank G. Carney</i>	293-2221/2
Post Office— <i>Shirley M. Butterworth</i>	293-4050
Records— <i>Admissions and Records</i>	293-2121
Recreation— <i>David H. Taylor</i>	293-5221
Registration— <i>Admissions and Records</i>	293-2121
Residence Halls (policies and programs)— <i>Betty Boyd</i>	293-5611
Residence Halls	
Arnold Hall	293-2840
Boreman Hall	293-5657
Dadisman Hall	293-4601
Stalnaker Hall	293-2520
Towers	293-2814
Social Work— <i>Anita S. Harbert</i>	293-5441
Sororities— <i>Mrs. K. Jamison</i>	293-4397
Student Organizations— <i>Mountainlair</i>	293-4397
Student Government— <i>Mountainlair</i>	293-3004/293-4403

<b>Student Health Service—University Hospital</b>	
Hours .....	293-2311
Insurance .....	293-2311
Policies .....	293-2311
<b>Student Publications—John Luchok</b> .....	293-6366
<b>Student Volunteer Programs—Virgil A. Peterson</b> .....	293-5323
<b>Study Abroad—Rodger D. Yeager</b> .....	293-2041
<b>Tickets</b>	
Athletic Events .....	293-3541
Cultural Events, Pop Concerts, Film Series, Plays .....	293-3310
<b>Tour Guide (WVU)</b> .....	293-3702
<b>Transcript Requests—Admissions and Records</b> .....	293-2121
<b>Transportation (inter-campus)—Eugene F. Powell</b> .....	293-5502
<b>Veterans—Joe Summers</b> .....	293-3331
<b>Work-Study Program—John Patterson</b> .....	293-4401

*Published by Student Educational Services  
 Edited by Stanley J. Nels,  
 Associate University Editor*

<b>Health Service</b> .....	293-2311
<b>Emergency Ambulance Service</b> .....	293-3136
<b>University Security Officers</b> .....	293-3136
<b>West Virginia State Police</b> .....	599-1101
<b>Morgantown City Police</b> .....	296-4451
<b>Morgantown Fire Department</b> .....	292-8492
	or University Operator



# University Calendar

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## First Semester, 1977-78

August 21, 22, Sunday and Monday .....	Freshman Orientation
August 22, 23, Monday and Tuesday .....	General Registration
August 24, Wednesday .....	First Classes
September 5, Monday .....	Labor Day Recess
October 4, Tuesday .....	Faculty Assembly Meeting
October 14, Friday .....	Mid-Semester
October 21, Friday .....	Mid-Semester Reports Due
November 23, Wednesday, to November 27, Sunday, incl. ....	Thanksgiving Recess
December 9, Friday .....	Last Classes
December 12, Monday, to December 17, Saturday, incl. ....	Final Examinations
December 18, Sunday, to January 2, Monday, incl. ....	Christmas Recess

## Second Semester, 1977-78

January 3, 4, Tuesday and Wednesday .....	General Registration
January 5, Thursday .....	First Classes
February 7, Tuesday (not a holiday) .....	West Virginia University Day
February 20, Monday .....	Washington's Birthday Recess
February 24, Friday .....	Mid-Semester
February 25, Saturday, to March 5, Sunday, incl. ....	Spring Recess
March 8, Wednesday .....	Mid-Semester Reports Due
March 27, Monday .....	Easter Recess
April 4, Tuesday .....	Faculty Assembly Meeting
April 28, Friday .....	Last Classes
May 1, Monday, to May 6, Saturday, incl. ....	Final Examinations
May 8, Monday .....	Grade Reports for Graduating Seniors and Graduate Students Due in Dean's Office
May 9, Tuesday .....	Dean's Reports of Graduates Due in Office of Admissions and Records
May 13, Saturday .....	Alumni Day
May 14, Sunday .....	Commencement

The academic year is divided into two semesters of approximately seventeen weeks each and a summer session.



# This Is West Virginia University

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Although more than 18,000 students enroll annually on the Morgantown campuses, West Virginia University has maintained a friendly, informal atmosphere while growing into a university with all the advantages that academic diversification can offer.

Learning at WVU first means learning your way around. Most undergraduates quickly become familiar with WVU's *Downtown Campus*, the center for academic work in the arts and sciences, business and economics, journalism, and mineral and energy resources. The Downtown Campus is the center of extra-curricular and social activities. Landmarks include Mountaintop, the campus activities center; the Library; colonial Moore Hall; and Woodburn Circle—the ring of oldest WVU buildings. The mast of the battleship *U.S.S. West Virginia* on Memorial Plaza dominates the scene as students move from class to class. About 1,700 undergraduates are housed in University residence halls on the Downtown Campus.

The computer-directed Personal Rapid Transit System and University buses connect the Downtown Campus with WVU's other Morgantown campuses: Evansdale and the Medical Center. *Evansdale Campus*, the site of most of WVU's expansion, offers the specialized disciplines: creative arts, engineering, law, forestry, agriculture, education, and social work. The Creative Arts Center houses art, music, and theatre, and across the highway physical education students and athletes use the Coliseum and its surrounding facilities. The Towers Residence Halls house 1,800 students. The *Medical Center* is the sprawling home of schools awarding degrees in nursing, pharmacy, medicine, medical technology, physical therapy, dentistry, dental hygiene, and the basic medical sciences. University Hospital, a logical extension of the health sciences classrooms, is a state-wide referral center for diagnostic and treatment services. On a knoll overlooking the Medical Center is the Law Center.

The University administers an off-campus educational program that touches the lives of thousands. The staff of the WVU Center for Extension and Continuing Education works in all of West Virginia's 55 counties—helping low-income families improve their diets, expanding educational opportunities, and developing community advancement programs. Other units of the Extension Center work with labor unions; educate firemen and teachers; and investigate economic development problems.

For research and teaching purposes, WVU operates 17,000 acres of experimental farms and forests throughout the state, a biological station near Terra Alta, in Preston County, and a geology camp in Greenbrier County. The University also administers two-year Potomac State College at Keyser, West Virginia's only residential junior college.

WVU offers its students a variety of off-campus learning experiences—working in a state mental hospital and with social welfare agencies; serving as interns in state government; touring the region with the puppet mobile or with

performing musical groups; overseas courses in foreign languages, the humanities, and social work; seaside biology and geology courses at Wallops Island, Va., through the Marine Science Consortium, and geology classes at the Florida Keys; a U.S. tour in agriculture; and a program in Renaissance and eighteenth century studies at the Folger Shakespeare Library, Washington, D.C.

Innovative courses and programs have been developed at a rapid rate in recent years including a teaching method called guided design in freshman engineering, chemical engineering, wildlife management, rehabilitation counseling, the history of theatre, and in an interdisciplinary course on the nature of evidence. The Exxon Education Foundation is offering WVU's guided design as one of four innovative general teaching methods that it will help finance for other universities and colleges to implement.

According to American College Testing, WVU students rank measurably above average in potential among all college students. WVU has sent 17 Rhodes Scholars to Oxford University. In 1973, a team of students from the College of Law won the Philip C. Jessup International Law Moot Court Competition. In 1974, four senior landscape architecture students from the College of Agriculture and Forestry won first place in a national student design competition sponsored by the American Institute of Landscape Architects. And journalism students won first place nationally in the 1976 case competition sponsored by the Public Relations Student Society of America.

West Virginia University is owned by the people of West Virginia who, through their Legislature, have delegated responsibility for the University's operation to the West Virginia Board of Regents. The Board consists of nine members, appointed by the Governor with advice and consent of the State Senate, and a faculty representative, *ex officio*, a student representative, *ex officio*, and an *ex officio*, non-voting member—the State Superintendent of Schools. A seven-member WVU Advisory Board is appointed by the University President.

The President, who is appointed by the Board of Regents, is the chief executive officer of the University as well as its principal academic officer, a role which his position as presiding officer of the University Senate symbolizes.

The faculty participates in decision-making through the University Senate, which is comprised mainly of professors elected by their faculty constituencies. For non-teaching employees, there is the Staff Council, which consists of twelve members elected by their fellow employees in six occupational groups, and Local 814, Laborer's International Union of North America, AFL-CIO, which represents many employees.

Students are widely involved in the decision-making process at WVU with 100 students serving on 65 University committees, including 15 students on University Senate committees. Students elect their own student government that communicates student views to the University community. Student Administration and other student organizations have initiated major reforms such as abolishing residence hall hours for women and a limited pass-fail grading system.

# **Student Fees** (Subject to change without notice.)

**293-2121**

## **Undergraduate**

<i>West Virginia Students</i>	<i>Out-of-State Students</i>
\$ 40.00 Tuition .....	\$205.00
50.00 Registration*	250.00
25.00 Higher Education Resources Fee .....	150.00
15.00 Athletics .....	15.00
15.00 Inter-Campus Transportation System .....	15.00
1.50 Daily Athenaeum .....	1.50
31.00 Health, Counseling, and Program Services .....	31.00
20.00 Mountainlair Construction .....	20.00
15.00 Student Educational Services .....	15.00
<hr/> \$212.50	<hr/> \$702.50

## **Professional and Graduate**

<i>West Virginia Students</i>	<i>Out-of-State Students</i>
\$ 55.00 Tuition .....	\$230.00
50.00 Registration*	250.00
25.00 Higher Education Resources Fee** .....	150.00
15.00 Athletics .....	15.00
15.00 Inter-Campus Transportation System .....	15.00
1.50 Daily Athenaeum .....	1.50
31.00 Health, Counseling, and Program Services .....	31.00
20.00 Mountainlair Construction .....	20.00
15.00 Student Educational Services .....	15.00
<hr/> \$227.50	<hr/> \$727.50

## **Dentistry and Medicine**

<i>West Virginia Students</i>	<i>Out-of-State Students</i>
\$117.00 Tuition .....	\$335.00
50.00 Registration*	250.00
15.00 Athletics .....	15.00
15.00 Inter-Campus Transportation System .....	15.00
1.50 Daily Athenaeum .....	1.50
31.00 Health, Counseling, and Program Services .....	31.00
20.00 Mountainlair Construction .....	20.00
15.00 Student Educational Services .....	15.00
<hr/> \$264.50	<hr/> \$682.50

\*Tuition and fees for all but Medical Center students and all registration fees are used to retire bond issues that financed construction of University buildings. Funds in excess of this amount are used by the West Virginia Board of Regents. Tuition fees paid by Medical Center students are used for Medical Center operations.

\*\*Not applicable to students enrolled in dental hygiene, dentistry, medical technology, medicine, nursing, and physical therapy. Those students pay appropriate laboratory fees.



# Student Services

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## Recreation

### Mountainlair

293-3701

Mountainlair is the campus activities center located on the Downtown Campus. Its facilities include lounges, an art gallery, browsing library, listening rooms, ballrooms, a theatre, snack bar/cafeteria complex, a dining room, tavern, pastry shop, conference/meeting rooms, and Student Administration offices.

Other services include check cashing, notary public, sundries sales shop, and a games area featuring bowling (open and league play), billiards, table tennis, card and table games, and pro shop services.

Mountainlair also serves as the information center, telephone 293-3701.

### Recreation-Intramural Sports

This program is primarily concerned with stimulating and maintaining interest, coordinating and providing the services and conveniences in such program areas as Intramural Sports, Sport Clubs, Unstructured Activities, Sport Equipment Rental, Arts and Crafts, Photography, Special Events, and Co-recreation. These programs are geared to develop an appreciation for the meaningfulness and importance of use of leisure time. For more information, visit the Recreation-Intramural Office at Stansbury Hall or telephone 293-5221.

### Facilities

The following recreational facilities are provided for student, faculty, and staff use:

*Coliseum (indoor)*—4-wall handball, squash, paddleball, racquetball, basketball, wrestling, jogging, weightlifting, golf cages, volleyball, and badminton.

*Coliseum (outdoor)*—Tennis courts, soccer field, baseball field, intramural playing field, practice football field, all-weather track, horseshoe pits, and archery targets.

*Natatorium*—Swimming and water polo.

*Stansbury Hall*—Badminton, basketball, volleyball, single-wall handball, golf cages, and gymnastics.

*Towers*—Tennis courts, outdoor basketball courts, play field, and arts and crafts center.

*Mountaineer Field*—Jogging, softball, frisbee, and flag football.

*Van Voorhis Field*—Softball, football, and jogging.

*Mountainlair*—Bowling, billiards, table tennis, chess, checkers, bridge, and photography.

*Golf Course*—Full-time, students may use the 9-hole University Golf Course, open from March 1 through November 30. Annual greens fees are \$75.00 for eligible individuals, and \$125 for eligible families (spouses and children under 18 years old). Daily greens fees are \$2.00, Mondays through Fridays, and \$3.00, Saturdays, Sundays, and holidays. For more information, call the School of Physical Education, 293-3823, or the Golf Course during the season, 293-5119.

### **Equipment**

Sports and recreational equipment may be obtained by completing an equipment card and presenting it, along with your ID, to the cage attendant in Stansbury Hall or the Coliseum. Recreational equipment, such as skis, tents, sleeping bags, etc., may be rented at the Recreation Center in Mountainlair.

### **Hours**

*Coliseum*—Open 5:00 p.m. to 9:30 p.m., Monday through Friday. During basketball season open 7:00 p.m. to 10:30 p.m. Monday through Friday. Open 10:00 a.m. to 5:00 p.m., Saturday. Open 12:00 Noon to 7:00 p.m., Sunday.

*Coliseum Handball and Squash Courts*—Open 4:00 p.m. to 9:00 p.m., Monday through Friday. Open 10:00 a.m. to 4:00 p.m., Saturday. Open 12:00 Noon to 6:00 p.m., Sunday.

*Coliseum Weight Room*—Open 5:00 p.m. to 9:00 p.m., Monday through Friday. Open 1:00 p.m. to 4:00 p.m., Saturday and Sunday.

*Coliseum Tennis Courts*—Open 4:00 p.m. to dark, Monday through Friday. Open 8:00 a.m. to dark, Saturday and Sunday.

*Natatorium*—Open 7:00 p.m. to 10:00 p.m., Tuesday, Thursday, Friday, and 4:00 p.m. to 9:00 p.m., Saturday and Sunday.

*Stansbury Hall*—Open 6:00 p.m. to 10:00 p.m., Monday through Friday. Open 10:00 a.m. to 8:00 p.m., Saturday. Open 1:00 p.m. to 5:00 p.m., Sunday. These hours are in effect when the building is not being used for intramurals.

*Outdoor Facilities*—Open daily, daylight to dark.

*Arts and Crafts Center (Towers !!!)*—Open 12:00 Noon to 10:00 p.m., Monday through Thursday; 6:00 p.m. to 9:00 p.m., Friday; 1:00 p.m. to 9:00 p.m. Sunday.

Your WVU ID card must be presented for admission to recreational facilities.

## **Financial Aid**

**Mountainlair—293-5242  
Medical Center—293-3706**

Financial aid available to students consists primarily of scholarships or grants (gift aid with no formal commitment for services or repayment during or following school), loans, and employment (work-study program). Certain units of the University also have a limited number of specialized awards for promising students. All students in good standing are eligible to apply for financial aid. Applications are reviewed to determine need and academic merit or potential.

If you want to apply for financial aid contact one of the Financial Aid offices (Second Floor, Mountainlair, or 104 Basic Sciences Building, Medical Center). The Financial Aid offices coordinate undergraduate grant programs and scholarships, loans, and work-study employment for all students.

*Undergraduate students* applying for need-based aid (example, Supplemental Educational Opportunity Grant, National Direct Student Loan, and Work-Study) must apply for Basic Grants and State Grants (WV, PA, NJ) each year. The Financial Aid Office will assume Basic Grant and/or State Grant assistance when processing institutional applications for aid when appropriate to do so. Applications for enrolled students are available January 1 for the following summer and academic year. The deadline for filing is March 1. Students applying for summer aid are encouraged to complete their applications during the month of January. These dates apply to students applying initially as well as those requesting renewal of their aid.

*Graduate students* should contact the dean of the college or school in which they intend to do their academic work for information and assistantships or fellowships.

Veterans of the armed forces may find out about programs that benefit them by contacting the Veterans Coordinator in Mountainlair. A veterans administration representative is located at 116 Willey St., 599-7236.

Detailed information describing programs, application procedures, and other aspects of student financial aid is available in a variety of publications available in the Financial Aid offices.

## **Job Opportunities**

**293-3405**

You may learn about student job opportunities, which are very limited, by contacting the Office of Personnel in Knapp Hall on the Downtown Campus.

## **Residence Halls Programs**

**293-5611**

The Residence Halls Programs Office in Moore Hall works with students who live in University-owned residence halls, whose operation and maintenance are under the direction of the Housing Office.

All freshmen must live in University residence halls. Exceptions to this rule can be explained by Residence Halls Programs Office staff.

Room reservations are made for the entire academic year and, once committed, students cannot be released during the year to live elsewhere. This policy is required because of legal obligations to the bondholders whose funds made possible construction of the residence halls.

Professionally trained head residents and selected resident assistants are in each of the halls to assist you.

University residence halls are intended primarily for use by freshman students. Therefore, the policies that govern the residence halls are designed to aid freshman students in the sometimes difficult transition to university life. Sophomores, juniors, and seniors voluntarily choose to live in University residence halls and thus voluntarily accept these policies.

(For detailed information concerning WVU residence halls, see Appendix C.)

## **Housing**

**293-3621**

The Housing Office, 440 Medical Center Dr., operates and maintains five University-owned residence halls and 354 apartments. The apartments, which may be leased by the academic year, summer term, or calendar year, are available for faculty, staff, graduate students, and married students.

The Housing Office also provides information on off-campus housing by maintaining current listings of rentals available in the Morgantown area. These listings include sleeping rooms, houses, apartments, mobile homes, sublets, private residence halls, and facilities to share.

Staff members are available for counseling students on all aspects of off-campus living. Information is available at the Housing Office on federal and state fair housing laws. Direct contact is maintained with the student attorney, who handles student legal problems.

The Housing Office has no legal authority to control standards of off-campus housing. However, students with complaints about substandard facilities are referred to the proper local authorities for investigation.

## **Health Service**

**293-2311**

The University Health Service provides primary medical care for students, staff, and faculty. All enrolled students who pay the activities fee and have a current ID card (which must be shown) are eligible for services without additional charge. Part-time students, graduate students, staff, faculty, and other WVU students who have not paid the activities fee may use the Health Service on a fee-for-service basis in addition to paying for all tests incurred during their visit. Families of students, staff, and faculty are not eligible.

The Health Service is on the ground floor of University Hospital. Services provided eligible students without charge include: general ambulatory care, laboratory and radiology testing as ordered by Health Service physicians, nominal contribution toward inpatient charges incurred at University Hospital, and Emergency Room services at University Hospital when the Health Service is closed.

Service is provided on an appointment basis except for those illnesses requiring acute care that cannot wait for an appointment. Specialty care in the following nine areas is provided on an appointment basis: gynecology, allergy, OB program, dermatology, endocrinology, cardiopulmonary medicine, neurology, podiatry, and behavioral medicine and psychiatry. Cases requiring care not provided by the Health Service are referred to the Medical Center Outpatient Clinics where the student is responsible for all charges incurred. Students with illnesses requiring hospitalization are referred to the University Hospital. No dental care is provided by the Health Service.

A voluntary insurance plan is available to supplement medical care offered by the Health Service and to provide coverage for dependents. This plan provides payment toward hospitalization, surgical and medical fees, and other medical

costs. For details of the plan, study the brochures that are mailed to each student every summer, that are available at registration, and that can be obtained at the Health Service.

The Health Service will answer telephone requests from faculty about whether a student sought treatment, but does not issue written excuses to students for class or test absences or in support of petitions to withdraw from classes.

#### **Health Service Hours**

*University Hospital—293-2311*

Regular Hours—8:30 a.m.-5:00 p.m., Monday through Thursday  
9:30 a.m.-5:00 p.m., Friday

Limited Service Hours—5:00-8:00 p.m., Monday through Friday  
9:00 a.m.-12 Noon, Saturday and Sunday

### **Speech and Hearing Clinic**

**293-4241/293-4242**

Evaluation and correction of speech, language, and hearing disorders are goals of the Speech and Hearing Clinic (805 Allen Hall), a facility of the Department of Speech Pathology and Audiology in the College of Human Resources and Education. You may seek help for stuttering problems, voice defects, articulatory errors, foreign dialect, language disorders, etc. Hearing tests, hearing aid evaluations, and aural rehabilitation services are available at the Clinic. Contact the coordinator for an appointment.

### **Counseling Service**

**293-4431/2**

*Take a course in yourself.* Individual or group exploration. *Prerequisites*—be a student.

Personal and Vocational Counseling. Confidential and voluntary only. Aptitude, personality, and interest tests.

Staffed by professionals concerned about students.

Third Floor, Student Services Center, Downtown Campus.

### **Placement Service**

**293-2221/2**

The Placement Service, in the Mountainlair, serves not only students who are graduating, but also underclass students in career planning and in locating summer and permanent employment. By providing information about the changing employment market for college graduates and by helping to relate interests and abilities to job possibilities, Placement Service personnel can aid in making a realistic career choice. Resource material on employers, graduate schools, volunteer experiences, and careers is available for your use. Summer job information also can be obtained in the Placement Service.

Placement Service personnel can counsel you on techniques of job applications and interviews; aid you in locating job sources, both usual and unusual; and provide registered students' credentials to potential employers. Seminars to fit everyone's needs in relationship to career decision-making and looking for jobs are held periodically by Placement Service staff. At scheduled times throughout the year, representatives of business, industry, and government visit WVU to recruit new employees. The Placement Service handles their visits and makes appointments for interested students.

## **Black Student Office**

The Black Student Office was established to serve as the official liaison with all black students attending West Virginia University.

The office, situated at 113 Moore Hall, is centrally located on the Downtown Campus and is easily assessible to all.

Two Black Student advisers provide assistance with admission procedures, housing, employment opportunities, financial aid, tutoring, and University policies in general.

Complaints about discriminatory practices are processed through this office.

The advisers may be reached at these numbers: 293-2121, 293-3691, or 293-4404. Home telephone number is 292-7051.

## **Foreign Student Office**

**293-2981/293-2512**

The Foreign Student Office in Moore Hall is the focal point for several hundred international students from over fifty countries enrolled at WVU. The first stop for the foreign student when arriving on campus, this contact is maintained throughout the student's stay. By providing information and advice about immigration and University regulations and policies, plus University and community facilities, the Foreign Student Office serves as a link between the student, the University administration, and the U. S. Immigration and Naturalization Service.

Cultural exchange between international students and the campus community is another activity of the Foreign Student Office. In cooperation with the International Student Association (open to both foreign and American students) and the several organizations of national groups, special events (such as International Night) are held throughout the year. The Foreign Student Office Host Family Director operates the Host Family Program through which residents of the Morgantown area open their homes to international students.

# **Other Services and Facilities**

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## **Library**

**293-2440**

WVU's library system is notable in several fields. The collections in botany, chemistry, engineering, sociology and anthropology, the Appalachian region, West Virginia history, and Africana are very strong. Special collections include the court records from many West Virginia counties. The Rare Book Room contains limited editions, including four Shakespeare Folios, and first editions of many works of Dickens, Scott, and Clemens.

The libraries are located throughout the campuses and the hours are posted. The central Library is the largest and offers a variety of services. Besides the reference, reserve, and rare book rooms, the Library maintains the West Virginia Room and photoduplication services, including microfilm and copying machines.

Specialized libraries for your use include Agriculture-Engineering Library (Engineering Sciences Building); Law Library (Law Center); Mathematics Library (Eiesland Hall); Medical Center Library (Basic Sciences Building); Physical Sciences Library (Chemistry Research Laboratory); and Music Library (Creative Arts Center).

## **Book Store**

**293-2711**

Book Store hours are from 8:30 a.m. to 4:45 p.m., Monday through Friday; open certain Saturdays for special events which are posted in advance. The Mountainlair Store is open from 10:00 a.m. to 1:00 p.m. on the days of home football games. Branches are located on the ground floor of the Basic Sciences Building in the Medical Center, the Engineering Sciences Building on the Evansdale Campus, Potomac State College, and the Charleston Medical Building in Charleston.

The Book Store sells general books, textbooks, paperbacks, school and office supplies, laboratory supplies, photographic and optical equipment, sporting goods, gift items, greeting cards, imprinted gift items, and wearing apparel.

The Book Store also operates the Mountainlair Book Gallery on the corner of Prospect and Spruce streets, which is its center for Appalachian, regional, West Virginia, and bargain books, the mail order service, and the WVU Regional Book Club.

All books are sold to students and staff at a discount of 5 percent off publishers' list prices. Students are invited to visit the Book Store Director's Office with questions and suggestions concerning Book Store operations.

The Book Store also provides check cashing, film processing, special orders, and rentals. As an additional service to students, the Book Store purchases used textbooks. Prices paid are determined solely by current use of the textbooks and their national market value established by price guides issued by wholesale used college textbook dealers.

The University Book Store is completely self-supporting. State law specifies that the Book Store can obtain no financial support from any other sources. All monies earned by the Book Store must be used to finance its operations.

## **Academic Advising Center**

**293-4805**

The Academic Advising Center is a centralized team-concept advisory system for all lower-division students in the College of Arts and Sciences and those students in pre-professional programs leading to majors in business and economics, education, forestry, journalism, medical technology, nursing, pharmacy, and physical therapy.

The Academic Advising Center is located in the Student Services Center near Mountainlair on College Avenue. Hours are 8:15-12:00 and 1:00-5:00, Monday through Friday.

Students' records and advisers are in a central location and the Advising Center staff—including faculty members and graduate and upperclass students—is available to advise and help students. Individual advising, group advising, and orientation to study techniques, career opportunities, and adjustment to University life are provided. Students learn about their University and its many services and facilities to help them make the most of the opportunities of their academic life.

Questions from students or their parents about academic matters in the College of Arts and Sciences should be directed to the Assistant Dean, Academic Advising Center.

## **Writing Laboratory**

**293-4460/1**

If you would like to improve your writing ability, the Department of English offers special instruction at its Writing Laboratory in Rooms 109-110 Armstrong Hall. The Laboratory is open Monday-Friday during the day. The Writing Laboratory serves students who are weak in writing and those who are strong but want to become stronger. The staff works mostly with students enrolled in freshman English but upperclass and graduate students are welcome. The staff provides individualized instruction in all kinds of writing—from research papers to personal letters to the great American novel.

## **Reading Laboratory**

**293-4997**

If you would like to read and study more efficiently, the University Reading Laboratory (URL) is available to assist you. The URL is located at 719 College Ave., near Oglebay Hall. It is open from 8:30 a.m. to 5:00 p.m., daily. Special small-group instructional work is available in several areas of reading and study skills, and instructional arrangements are made according to student needs and schedules. Students also may work independently utilizing materials and machines available in the URL. The URL serves students who want basic help in

reading as well as those who have developed good basic reading skills but who wish to increase their reading rate or improve their study efficiency. Students are welcome to come in to talk over a specific reading or study problem.

## **Check Cashing**

**293-3701**

The West Virginia University Foundation operates check-cashing services at the Mountainlair Information Desk and at all branches of the University Book Store. All personal checks should be made out to the West Virginia University Foundation, Inc.

Checks up to \$25.00 will be cashed for students and members of the faculty and staff with appropriate identification. State of West Virginia and United States government checks will be cashed for amounts in excess of \$25.00, but within reasonable limits. Personal checks in excess of \$25.00 can be approved at the WVU Foundation Office, 618 Spruce St. There is a 10 cents per check service charge on each check cashed.

Individuals whose checks are returned by the banks for insufficient funds will be assessed a \$4.00 service charge.

Check-cashing hours at Mountainlair are: Monday through Friday, 8:15 a.m.-4:45 Saturday, 11:00 a.m.-2:00 p.m.

## **Copy Centers**

**293-6366/293-5060/293-5069**

The WVU Office of Publications furnishes copy service for University work to students, faculty, and staff through copy centers located in the Mountainlair Book Store (293-5060), the Communications Building on Patteson Drive (293-6366), and the Basic Sciences Building at the Medical Center (293-5069).

Clear, typewritten, or legible copy on white paper is necessary to achieve good reproduction. The copy centers are capable of reproducing master's theses and doctoral dissertations according to WVU Graduate School standards.

Price sheets for copy service are available at the copy centers.

## **Intercollegiate Athletics**

**293-5621**

WVU has a comprehensive intercollegiate athletic program consisting of teams in football, cross country, basketball, wrestling, baseball, swimming, gymnastics, track, tennis, rifle, golf, and soccer, as well as a women's program including teams in tennis, gymnastics, volleyball, swimming, softball, and basketball. Major athletic facilities are Mountaineer Field, WVU Coliseum, Natatorium, a soccer field, baseball field, all-weather olympic track, and tennis courts. All intercollegiate athletic activities are administered under the president of WVU, the director of athletics, and the Athletic Council which is composed of five faculty members, two alumni, and two students elected annually by the student body.

WVU is a member of the National Collegiate Athletic Association, the Eastern College Athletic Conference, the Midwest Association of Intercollegiate Athletics for Women, and the Association for Intercollegiate Athletics for Women.

The eight-team Eastern Independent Collegiate Basketball League began operation in 1976-77. Members are: Western Division—WVU, Pitt, Penn State, and Duquesne; Eastern Division—Villanova, Massachusetts, George Washington, and Rutgers.

To be eligible for participation in University athletic events, sophomores must have a 1.6 grade-point average; juniors, 1.7; and seniors, 1.9.

## **Identification Card**

**293-2121/293-5811**

Each full-time student receives an identification card (ID) entitling admission to certain WVU athletic events, student government activities, and use of the Student Health Service, Counseling Service, and Mountainlair. If misused, ID cards are confiscated.

Part-time students may wish to pay the optional student fees at the time of registration, which then entitles them to all services and activities provided full-time students. Benefits include admission to athletic events, eligibility for health and counseling services, concerts, speakers programs, and other social and cultural events requiring ID cards for admission.

If you lose your ID card, you may obtain a duplicate by filing a student petition form in 206 Moore Hall. If your request is approved, you should have a new picture taken in the Admissions and Records Office and pay a fee. The duplicate ID card isn't good for any University service for which there is a charge.

## **Spouse Activities Card**

Student spouses may obtain a special Spouse Activities Card at the SES Programming Office, Moore Hall, that entitles them to the same admission privileges as full-time students to SES-sponsored controlled admission functions such as films, classic and pop concerts, mini events and speakers programs. This card also entitles student spouses to schedule and use University recreation facilities such as tennis courts and Coliseum facilities.

The cost of the Spouse Activities Card per semester is \$15.45, including tax. Student and spouse must appear together and present adequate identification to verify identification and marital status. *Note:* This card may not be used for athletic events, check cashing, or other student services.

## **Spouse Identification Card**

Spouse identification cards, which enable students' husbands or wives to use University recreation facilities when unstructured activities are scheduled for

students, faculty, and staff, may be obtained at the Recreation-Intramural Office in Stansbury Hall, Downtown Campus. You must apply in person and present your spouse's WVU Student Identification Card as proof of University affiliation. If you can't apply in person, you must bring your driver's license or some other identification showing home address. For more information, call 293-5221.

## Telephone System

WVU has a direct-dial telephone system and every University-owned residence hall room has a telephone. The *West Virginia University Directory* is published annually listing students, faculty, and staff. The *Directory* is furnished in every residence hall room; it also is available for purchase at the WVU Book Store.

*If your telephone number changes, notify the University Operator ("O") immediately in order that she may update her file for future use in giving your number to callers.*

## Postal Service

293-4050

The Campus Post Office in Stewart Hall provides routine postal services. WVU has a self-contained campus mail system to facilitate interdepartmental and intercampus communication. You may use campus mail service, but be sure to drop envelopes in campus mail boxes only. If you are in doubt about how to use the campus mail system, ask any University secretary.

Mail coming into the residence halls is sent directly to your centrally located mail box.

To help insure prompt delivery of incoming mail, please inform your correspondents to put your full name and complete address on envelopes. For example: Mary Jane Doe, The Towers, Room 333, West Virginia University, Morgantown, WV 26506. Unless complete information is included on the envelopes, letters either may be delayed several days or returned to the senders for more complete addresses.

*WVU's ZIP is 26506; ZIP for Morgantown proper is 26505.*

## Security Officers

293-3136

Each WVU Security Officer is a duly commissioned peace officer of Monongalia County. Under the oath of office, each Security Officer has the duty to arrest, *without warrant*, any person who, in the officer's presence, is committing a breach of peace, a misdemeanor, or a felony. Each Security Officer has the duty to seek a warrant for the arrest of any person for whom the officer has adequate information of commission of any crime.

Any crime for which a Security Officer makes an arrest must have been committed on premises under the jurisdiction of the West Virginia Board of Regents, though the arrest may be made off such premises. WVU Security

Officers have authority to assist local officers on public highways in traffic control *when such traffic is generated as the result of special activities sponsored by WVU.*

In general, it is the duty of Security Officers to preserve law and order on any premises under the jurisdiction of the Board of Regents to which they are assigned by the President of the University. The President cannot interfere with officers' judgments in cases of law violation. In fact, the President is subject to their decisions in any matters involving law violations.

The authority of a WVU Security Officer does not supersede in any way the authority of other police officers to preserve law and order on the premises under the jurisdiction of the Board of Regents. Security Officers are authorized to make investigations as they see fit to determine responsibility for crimes committed on the premises of the Board of Regents.

When a violation of a University regulation governing students or faculty or staff members is committed in the presence of a WVU Security Officer, the officer will ascertain the name of the offender, if a member of the faculty or staff; or the officer will take up the ID card of the violator, if the offender is a student. The name of the faculty and staff member is reported to the President, with a description of the violation. The student's ID card is delivered to the Dean of Student Educational Services with a description of the violation. The officer involved will testify, if called, in subsequent hearings.

When help is requested from the security staff, the person asking for help surrenders initiative to the officer when the officer arrives. In the performance of duties, the officer is clothed with the authority of the state of West Virginia and the West Virginia Board of Regents, and it is the officer's responsibility and the officer's alone to determine how that authority is to be exercised. Interference with a WVU Security Officer involved in the discharge of the officer's duties is itself a crime, and renders the person interfering subject to arrest and prosecution.

## **Study Abroad**

**293-2041**

Students who would like to study abroad may receive advice from the Coordinator, WVU Office of International Programs. The office is in 2112 Agricultural Sciences Building, Evansdale Campus.

The office strives to make available as much information as possible on foreign studies to interested students and to counsel them in carefully organizing their educational programs.

For information concerning policies and rules governing the academic programs at West Virginia University, students are referred to the current *WVU Undergraduate Catalog* or *Graduate Catalog*.

# **Student Administration**

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**293-3004**

The Constitution of the Student Body of West Virginia University defines Student Administration as "the supreme voice of the student body." This document, being the governing statement of the Student Body, thus outlines the jurisdiction and rights and responsibilities of Student Administration vis-a-vis the Student Body.

The basic framework of Student Administration is organized into two cohesive units: the Executive Branch and the Board of Directors (a policy setting group composed of thirteen members and functions in the dual role of a legislative and judicial arm of Student Administration). Student Administration touches all aspects of student life and, theoretically, voices student opinion to the University Administration. The students' governing body sponsors a plethora of diverse activities, passes legislation pertinent to the interests of the Student Body, and appoints student committees—thereby attempting to provide something of interest to everybody in the University community.

## **Executive Branch**

The Executive Branch is composed of the President and Vice-President of the Student Body, Treasurer, and Student Legal Assistant.

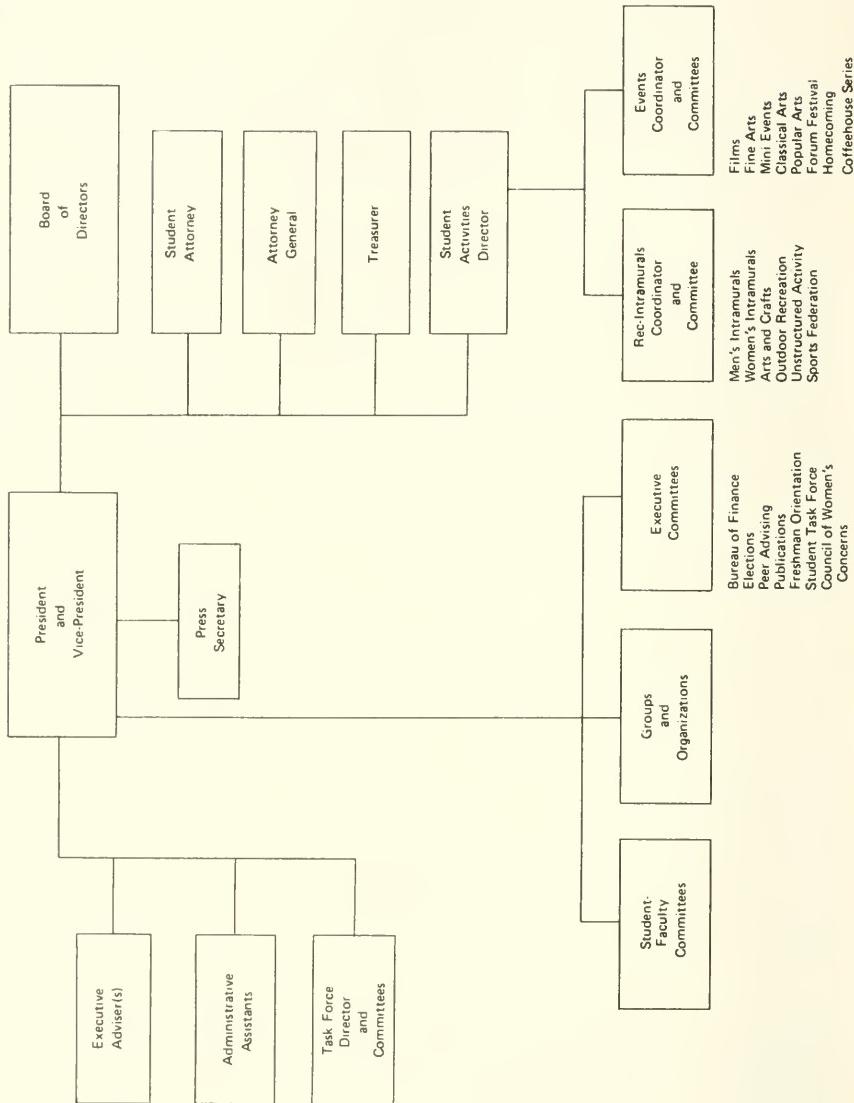
Buddy Watson is President of the Student Body and heads the Executive Branch. Buddy, from Charleston, is a senior major in political science. His official functions include appointing student committees, administering enactments of the Board of Directors, sitting as chairman of the Board of Directors, and representing the interests of the student body in dealing with the faculty, University administration, and various government agencies. In addition, Scott is on the Student Advisory Council, which works to provide the Board of Regents with an indication of student views on various issues.

Aiding Buddy in his duties are two Administrative Assistants: Steve Goad and Mike Wadsworth. Steve is from Princeton; Mike is a Harrisburg, Pennsylvania native.

Student Body Vice-President is Jenny Mitchell, an English major from Marlinton. Her duties include advising the student body president on important matters, appointing students to serve on committees, and serving on a number of student, faculty, and University administrative committees. Jenny is vice-chairwoman of the Board of Directors and serves as chairwoman in Buddy's absence.

Bill Howard, the Student Body Treasurer, hails from Nitro, and is a senior in biology. The treasurer is the chairman of the Bureau of Finance which determines the monetary and fiscal policies of student government. The bureau formulates the budget and submits it to the Board of Directors for approval.

WEST VIRGINIA UNIVERSITY STUDENT ADMINISTRATION



Steve Chambers is the Student Legal Assistant of Student Administration. Steve is a third-year law student from Charleston. The Student Legal Assistant's duties are to research legal questions and advise the Student Body President, Vice-President, Treasurer, and Board of Directors on matters of a constitutional or statutory nature. Members of the student body also can question Steve on legal matters within the institutional community.

## **Board of Directors**

The 13-member Board of Directors includes the Student Body President, Vice-President, and 11 elected at-large members. They are elected annually. The Student Body Treasurer and the Legal Assistant serve as ex officio members of the board without vote. The board functions as a legislative and judicial body. Other functions include setting policies, administering services, and approving appointments presented by the Student Body President.

The following are members of the board: Sanford Barton, Dan Casciato, Beth Colt, Karen Hamrick, Ray Keener, Jim Manning, Rick Poling, Jim Provost, Charles Sheeves, and Linda Weatherholt.

## **Student Administration Attorney**

The Student Administration of WVU is one of the few in the nation to have an attorney for free legal advice and help to the students. Most of the attorney's time is devoted to advising and counseling students with respect to various legal problems they encounter while at WVU. Some of the most frequent problems are: leases and landlord-tenant relationships; warranties; traffic violations; and student rights.

## **Committees**

Campus social, recreational, intramural, and cultural activities are planned and coordinated by Student Administration with the assistance of the Student Educational Services programming staff. Committees are selected from students who apply to the Student Administration Office in the Mountainlair.

Freshmen may apply for membership on committees when they arrive on campus in the fall.

### **Events Division**

Many events will require tickets for admission. A ticket box office is maintained by Student Educational Services in Mountainlair, 9 a.m. to 12 noon, and 1 p.m. to 4:30 p.m., Monday through Friday. Ticket information may be obtained by calling 293-3919 or 293-4406.

Student ID cards are necessary to obtain student tickets and they must be presented with the ticket at the event.

*Films*—The committee tries to present a diverse program of films for the student body. After being given a budget with which to work, the committee has

the responsibility of selecting movies to be shown at Mountainlair and various dorms.

*Fine Arts*—This committee selects and presents the Mountainlair Art Gallery exhibits. This committee programs for the interests of the entire campus and, therefore, offers a diverse calendar of exhibits.

*Mountaineer Week*—WVU is unique in its annual "Mountaineer Week" and again this year will be organizing many new and different programs. The committee plans to coordinate activities including an arts and crafts fair and fireside story-telling which supplements the regularly scheduled Mountaineer Week activities. The Student Foundation is responsible for Mountaineer Week.

*Mini Events Committee*—This committee schedules, plans, and sponsors special social events held in the Mountainlair snack bar, cafeteria, ballrooms, plaza, etc. Some of the past events have been dances, small concerts, speakers, Las Vegas Night, plaza carnivals, and Christmas and Hallowe'en parties.

*Classical Arts*—This committee selects and presents programs at the Creative Arts Center in the field of dance, theatre, and music. The philosophy behind this committee is that through art, each member of the University can find some common denominator with each other. This committee has made great strides in improving the quality of professional classical programming at the University, and this progressive outlook is one of the objectives high on the Student Administration list.

*Popular Arts*—This committee will work as a unit to present a well-rounded program of concerts featuring well-known contemporary artists. The committee will help in selection of groups based on preferences indicated by campus-wide polls. The committee will concentrate on solutions to the problems of this area, such as validation and the scheduling of the groups. Committee members must attend all meetings, work validation, aid in promotion of concerts, and assist with the physical arrangements of performances. Chairmen will work through the Associate Dean of SES to contract for concert attractions. The committee will work with SES staff programming advisers on publicity and the physical arrangements.

*Forum Festival*—This committee's objective is to provide through its selection of speakers an "Open Forum" of current ideas and issues. The committee personally meets and hosts all speakers during their stay at WVU.

*Homecoming*—This committee sponsors the traditional events which surround WVU's annual Homecoming. The members work together doing such things as overseeing the election of queens, the downtown parade, building of floats, dance marathons, publicity, planning the thuse and half-time activities, and taking care of dignitaries.

*Coffee House Series*—This committee presents young artists on a weekly basis in public parts of the Mountainlair. Performances are given nightly at no charge to students. Committee members help choose, schedule, and take care of reserving rooms for guest artists that appear in the Coffee House Series.

## **Executive Division**

*Department of Communication and Media*—This department is in charge of the advertising and publicity for all committees.

*Department of Student Activities*—Committees which deal with events fall under this department. These committees are: Films, Fine Arts, Mountaineer Week, Mini Events, Classical Arts, Popular Arts, Forum Festival, and Homecoming. The Recreational-Intramural Department also is categorized in this area.

The majority of events will require tickets for admission. A ticket box office is maintained by Student Educational Services in the Mountainlair, 9 a.m. to 12 noon, and 1 p.m. to 4:30 p.m., Monday through Friday. Ticket information may be obtained by calling 293-3919 or 293-4406.

Student ID cards are necessary to obtain student tickets and they must be presented with the ticket at the event.

*Department of Student Services*—This unit deals with the various student concerns on campus. It consists of the following committees: Bureau of Finance, Student Action, and Elections.

*Department of Academic Affairs*—This area deals with student concerns in the area of academic policies. The Peer Advising and Freshman Orientation committees fall into this area.

*Department of Research and Development*—This is the student advocate research unit of Student Administration. Various committees are formed throughout the year to research and act upon projects approved by the President of the Student Body and the Department Director.

## **University-Wide Committees With Student Representation**

Book Store Advisory Committee

Committee to Recommend Names for University Buildings

Core Curriculum Committee

Council on Admissions

Council on Planning

Health Service Advisory Committee

Interracial Policies and Practices Committee

Mountainlair Advisory Council

Parking Committee

Publications Committee

Student Discipline Committee

Student Identification Card Committee

Student Organizations Committee

Student Records Committee

Technical Advisory Committee for Personal Rapid Transit System

University Environmental Council

*WVU Magazine* Advisory Board

WWVU-TV Advisory Board



# **Student Organizations**

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Student organizations constitute the heart of out-of-the-classroom learning and recognition at WVU. Many of the most important contributions to you and your University develop when you meet with other students of similar interests and work together for a common goal.

Organizations at WVU are so plentiful and so diverse that students should be able to find at least one group whose activities interest them. Everything—from class honoraries, which recognize campus-wide scholastic achievement; to professional groups, which stimulate interest in major fields of study; to interest groups and religious groups and on to hobby or special interest groups—all these exist at WVU for the students.

## **Requirements and General Information For Approved Student Organizations**

- I. Steps in requesting recognition of a student organization.
  1. The proposed organization obtains an application for recognition from Student Organization Services office in Mountainlair. This application requires that the organization have:
    - a. A constitution justifying the existence of the organization.
    - b. Duly elected officers. To hold an elective or appointive office in a recognized student organization, you must be a full-time WVU student. If this is not your first semester at the University, you must have a C average at the time of election or appointment. Furthermore, you may not be on academic or disciplinary probation.
    - c. An adviser who is a member of the WVU faculty or staff.
    - d. A voting membership consisting only of WVU students.
    - e. The application must be completed and returned to Student Organization Services in Mountainlair. *Until the organization is recognized, the only privilege it has is use of University facilities to complete organizational functions.*
    - f. After petition and constitution have been submitted, each organization is eligible to reserve a Mountainlair meeting room not more than two times for the purpose of completing organizational functions. Should additional meetings be required, special approval must be obtained from Student Educational Services, Programming Division.
    - g. The application will be considered by the Student-Faculty Organizations Committee, which makes recommendations to the Dean of Student Educational Services. WVU will withdraw recognition from student or faculty organizations whose official governing document denies membership on the basis of race, color, sex, religious or ethnic origin.

- II. Ordinarily a student organization solicits a membership fee (dues) to meet its expenses. If unforeseeable expenses arise, organizations may request additional support from the Student Bureau of Finance which maintains a limited budget to help meet such expenses. To request financial assistance from the Bureau, contact the Student Body Treasurer who will arrange to have a member of your organization appear before the Bureau to submit the request.
- III. WVU assumes no legal or financial responsibility for any organization.
- IV. An activity which duplicates one previously covered by an organization should not be instituted.
- V. Role of faculty adviser in student organizations.
  - 1. Each student organization should maintain consultation with its adviser on matters of program, subjects, and policies.
  - 2. Faculty advisers are required to approve the request of each organization for space needs on University property.
  - 3. Faculty advisers are required to approve: requests for permission to solicit funds on any University property and requests going to the Bureau of Finance for money grants.
  - 4. Faculty advisers are contacted on all extramural correspondence related to the organization.

#### VI. Reservations for meeting rooms and equipment.

Reservations for space in Mountainlair must be made in person at the Reservations Office, second floor of Mountainlair, Monday through Friday, between 9:00 a.m. and 4:00 p.m. A reservation form must be filled out in complete detail, and the Mountainlair should not be expected to provide items and services that are not included and described on the form. Complete and accurate form information is necessary to insure proper room arrangement, custodial service, food service, and audio-visual support. If banquet services are requested, Mountainlair Food Service must be given a minimum of two weeks advance notice.

Reservations are accepted from recognized student organizations, University departments and administrative divisions. Events held in Mountainlair must conform to the stated purposes and objectives of the organization. Groups funded by the University will provide the University fund and account numbers before reservations are accepted. University recognized student organizations will make reservations through their officers. Reservations which involve receipt of funds will require a concession permit issued by the Dean of Student Educational Services.

No facility usage fee is levied against approved organizations. However, if technician or other similar special services are required, Mountainlair will levy a charge appropriate to the service requested.

#### VII. Classroom space for meetings

Please contact the Office of Assistant to Provost in charge of Planning (200 Purinton House) 293-5404 for use of classroom space for meetings or activities.

## **Student Organization Services**

**293-4397**

A file is maintained in the Student Organization Services office on every WVU-approved student organization. The file includes the constitution and all pertinent information for the organization. This information dates back to the initial formation of the organization.

If an organization needs a central mailing address, this office will provide the use of a mailbox for as long as desired.

Four showcases are available for use by recognized student organizations. This is an excellent means of advertising and promotes awareness of your group's activities on campus. There is no charge for the use of a showcase but it is most important to reserve its use in advance. Contact the Student Organization Services office for information.

## **WVU Calendar of Events**

**293-4406**

A WVU calendar of current general information and major events is maintained in the Office of Student Educational Services—Programming Division.

The purpose of the calendar is to keep the entire campus informed of current organizational activities. Activities and events of recognized organizations can be recorded on this calendar.

## **Recognized Student Organizations**

(When appropriate, the three-digit number appearing to the left of the organizational listing may be used for identification purposes.)

401 ADS W. R. Summers, 293-3505	404 Alpha Epsilon Delta (Pre-Med) Ms. E. C. Montiegel, 293-5201
500 Aeronautics and Astronautics American Institute of (AIAA) Dr. R. E. Walters, 293-2570	100 Alpha Gamma Rho (Social Fraternity)
502 African Students' Association Dr. Robert Maxon, 293-2421	271 Alpha Kappa Alpha (Social Sorority)
503 Agriculture and Forestry Council Dr. H. E. Kidder, 293-2406 Mr. Vernon Armbrester, 293-2691	409 Alpha Kappa Delta (Sociology Honorary) Dr. Roger Trent, 293-5801
511 Agriculture Engineers, American Society of, Dr. R. G. Diener, 293-4396	406 Alpha Omega Alpha (Medical Honorary) Dr. Clark K. Sleeth, 293-5204
523 Agronomy Club Dr. R. M. Smith, 293-6256	210 Alpha Phi (Social Sorority)
200 Alpha Delta Pi (Social Sorority)	105 Alpha Phi Delta (Social Fraternity)
300 Alpha Epsilon (Ag. Engineering Honorary) Dr. R. G. Diener, 293-4396	505 Alpha Phi Omega (National Service Fraternity) Dr. James Dowdy, 293 2013

- 304 Alpha Pi Mu  
 (Industrial Engineers)  
 Dr. Donald Gochenour, 293-3970
- 408 Alpha Tau Alpha  
 (Professional Agriculture)  
 Dr. Warren Kelly, 293-3431
- 215 Alpha Xi Delta  
 (Social Sorority)
- 306 Alpha Zeta  
 (Agriculture Service)  
 Dr. Gary W. Zinn, 293-3208
- 506 American Chemical Society,  
 Student Affiliate  
 Dr. John Strohl, 293-5871
- 652 American Medical Student Association,  
 WVU Chapter  
 Dr. David Z. Morgan, 293-2408
- 639 Animal Veterinary Science Club  
 Dr. Harold Kidder, 293-2406  
 Dr. Roy Escambas, 293-2406
- 615 Arab Students' Association  
 Dr. James Lutz, 293-3811
- 308 Arnold Air Society  
 Maj. Edward Pollock, 293-5421
- 411 Art Guild, WVU Student  
 Robert P. Anderson, 293-2140
- 602 Bahai Club  
 Dr. Robert D. Allen, 293-4693
- 532 Baptist Student Fellowship  
 Dr. Robert Swartout, 293-3880
- 520 Baptist Student Union  
 Dr. Malcolm Lane, 293-5192/3196
- 410 Beta Alpha Psi  
 (Accounting)  
 Dr. Adolph Neidermeyer, 293-6371
- 115 Beta Theta Pi  
 (Social Fraternity)
- 522 Black Unity Organization  
 Mr. and Mrs. Horace Belmear, 293-4404
- 415 Business Communicators,  
 International Association of  
 Dr. Hunter McCartney, 293-3505
- 603 Campus Crusade for Christ  
 Paul R. Waibel, 293-3619
- 507 Chemical Engineers,  
 American Institute (AICE)  
 Dr. J. T. Sears, 293-3619
- 599 Chess Club, WVU  
 William Squire, 293-5770
- 525 Chi (Students for Christ)  
 Jack Welch, 293-5022
- 609 Chi Alpha (Assemblies of God)  
 Dr. Roy Escoubas, 293-2406
- 320 Chi Epsilon  
 (Civil Engineering)  
 Dr. R. K. Seals, 293-3192
- 526 Childhood Education,  
 International Association, (ACEI)  
 Dorwin Bowman, 293-3442
- 325 Chimes  
 (Junior Womens' Honorary)  
 Ms. Betty Miller, 293-6013
- 501 Chinese Student Association  
 Dr. Ping-Fan Chen, 599-3229
- 120 Chi Phi  
 (Social Fraternity)
- 220 Chi Omega  
 (Social Sorority)
- 527 Christian Science Organization  
 Dr. Lewis Bell, 293-2614  
 Mr. Herb Morrison, 296-5023
- 539 Church of Jesus Christ,  
 Latter Day Saints  
 Dr. David Williams, 293-2614
- 528 Circle K. Club  
 (Service Organization)  
 Dr. Robert Behling, 293-5603
- 512 Civil Engineers, (ASCE)  
 Dr. Ronald Eck, 293-5580
- 530 Computer Science Club  
 Dr. Malcolm Lane, 293-5192/293-2631
- 535 Dairy Science Club  
 Dr. Roy O. Thomas, 293-2631
- 536 Debate Society, WVU  
 Ms. Velma Lashbrook, 293-3905
- 230 Delta Delta Delta  
 (Social Sorority)
- 235 Delta Gamma  
 (Social Sorority)
- 422 Delta Sigma Delta  
 (Dentistry)  
 Dr. David Puderbaugh, 293-2611
- 420 Delta Sigma Rho  
 (Speech)  
 Ms. Betty Hall, 293-3905
- 125 Delta Tau Delta  
 (Social Fraternity)
- 537 Demolay Club  
 James A. Wasson, 293-5024
- 538 Dental Hygienist Association  
 Ms. Rose-Marie Crystal, 293-5849
- 636 Dietetics Association, WVU  
 Ms. Sue Sciscoe, 293-3402
- 629 Disciples Student Fellowship  
 Dr. David Nash, 293-3841
- 540 Dolphin Club  
 Ms. Marilyn K. Bowers, 293-2292/2289
- 551 Electrical and Electronic Engineers  
 (IEEE)  
 Dr. Wils Cooley, 293-5070
- 330 Eta Kappa Nu  
 (Electrical Engineers)  
 Dr. Constantine Balanis, 293-5180

- 542 Exceptional Children, WVU Council for  
Ms. Annette Shuck, 293-4142
- 595 4-H Club, University  
Ms. Carol Sue Cecil, 293-3691
- 637 Federation of Students of German, WVU  
Dr. Renate Benkert, 293-5121
- 547 Fencing Club, WVU  
Ms. Mary-Jane Pearse, 293-3510
- 622 Flying Club, WVU  
LeRoy Dunsmore, 293-5460
- 534 Folk Dance Club  
Bruce Wilmoth, 293-4551
- 430 Forestry Club, WVU  
Dr. David White, 293-2941
- 541 Formosan Club  
Dr. Stuart Chen, 293-4122
- 529 Future Farmers of America (FFA)  
Dr. O. Claude McGhee, 293-3431
- 240 Gamma Phi Beta  
(Social Sorority)
- 628 The Go Club  
Dr. Theodore Drange, 293-3641
- 431 Graduate Student Association of  
Political Scientists and Public  
Administration  
Dr. Robert DiClerico, 293-3812
- 626 Handball Club, WVU  
Dr. William L. Alsop, 293-3669
- 340 Helvetia  
(Sophomore Men's Honorary)  
Dr. Peter Popovich, 293-2620
- 544 Hillel Foundation  
Rabbi Paul Reis, 599-8092
- 462 History Club  
Dr. William Arnett, 293-5250
- 549 Home Economics, WVU Chapter  
Ms. Dottie D. Rauch, 293-3402
- 545 Honors Student Association  
Dr. John Williams, 293-2100
- 604 Ice Hockey Club, WVU  
Dr. Russell Wheeler, 293-5602
- 550 India Association  
Dr. E. C. Barbe, 293-5880  
Dr. S. S. Venkata, 293-5070
- 508 Industrial Engineers, WVU Society of  
Dr. Jack Byrd, 293-3970
- 552 Interfraternity Council, WVU  
Gordon Thorn, 293-5813
- 623 Interior Design, WVU  
Ms. Kristin Snyder, 293-3402
- 546 International Student Association  
Mrs. Barbara Alvis, 293-2981
- 553 Inter-Varsity Christian Fellowship  
Dr. Denis MacDowell, 293-5861
- 130 Kappa Alpha  
(Social Fraternity)
- 135 Kappa Alpha Psi  
(Social Fraternity)
- 250 Kappa Delta  
(Social Sorority)
- 345 Kappa Delta Pi  
(Education)  
Dr. Wilson Gautier, 293-3707
- 255 Kappa Kappa Gamma  
(Social Sorority)
- 348 Kappa Kappa Psi  
(Band-Men)  
Don G. Wilcox, 293-2550
- 435 Kappa Psi  
(Pharmacy)  
Dr. John Mauger, 293-4896
- 140 Kappa Sigma  
(Social Fraternity)
- 312 Kappa Tau Alpha  
(Journalism)  
Dr. Guy Stewart, 293-3505
- 555 Karate Club, WVU
- 596 Lacrosse Club, WVU  
Alfred S. Neely, 293-5301
- 440 Lambda Kappa Sigma  
(Pharmacy-Women)  
Mrs. Irma Anido, 293-3200
- 557 Landscape Architects, Society of  
Robert Fennell, 293-2141  
John Troy, 293-5629
- 556 Law Students Civil Rights Research Council  
Franklin Cleckley, 293-5301
- 350 Li-toon-awa  
(Sophomore Women's Honorary)  
Dr. Dorothy Sedley, 293-4661
- 587 Management, Society for Advancement of  
Jay Bucklev, 293-6371
- 559 Marketing Club  
Philip Mahin, 293-5460
- 513 Mechanical Engineers,  
American Society of (ASME)  
Dr. John Sneedenberger, 293-4980  
Dr. William Powell, 293-3380
- 405 Medical Association, Student National  
Dr. David Z. Morgan, 293-2408
- 647 Mining Engineers, American Institute of  
Dr. Jan M. Mutmansky, 293-5695
- 301 Mineral Processing, Engineering Students,  
Society of  
Dr. Duane Skidmore, 293-5695
- 619 Monongamoot  
Dr. Martin Seltz, 293-5192
- 633 Monticola  
Brentz Thompson, 293-2540
- 355 Mortar Board  
(Senior Women's Honorary)  
Dr. Lauralee Sherwood, 293-3169

357	Mountain (Men's Honorary)	460	Phi Alpha Delta (Law) James McLaughlin, 293-5301 Dr. Marlyn Lugar, 293-5301
563	Mountaineer Duplicate Bridge Dr. William Welton, 293-4122		
646	Mountaintette, Co-ed Drill Team SSG Arthur Cheney, 293-2912	366	Phi Beta Kappa Dr. I. Dee Peters, 293-2011
445	Mu Phi Epsilon (Music) Ms. Mary Krusentjerna, 293-4617	447	Phi Delta Kappa (Education-Graduate) Dr. Carl Taylor, 293-3402 Dr. Ken Murray, 293-3442
562	Music Educators, National Conference Reginald Goeke, 293-4617	463	Phi Delta Phi (Legal Law-Social)
632	The Muslim Students Association Monir Ahmad, 292-0135	150	Phi Delta Theta (Social Fraternity)
402	Mu Tau (Medical Technology) Miss Betholene Love, 293-2069 Ms. Linda Anderson, 293-2069	368	Phi Epsilon Phi (Botany) Elizabeth Bartholomew, 293-3979
600	National Association of Collegiate Veterans Joe Summers, 293-3331	116	Phi Gamma Delta (Social Fraternity)
598	National Collegiate Players, WVU Players John C. McIlwee, 293-2020	307	Phi Kappa Phi Dr. Kenneth L. Carvell, 293-2391
416	National Student Speech and Hearing Association, WVU Chapter Dr. Ken StLouis, 293-4241	160	Phi Kappa Sigma (Social Fraternity)
621	Newman Club, WVU Dr. Raymond Haas, 293-2545	370	Phi Lambda Upsilon (Chemistry) Dr. Robert Nakon, 293-5551
565	Nurses Association, WVU Student Ms. Margaret A. Marcinek, 293-4002	397	Philosophical Society Dr. Theodore Drange, 293-3641
450	Omega Chi Epsilon (Chemical Engineers) Mr. Alfred Galli, 293-3619	155	Phi Kappa Psi (Social Fraternity)
121	Omega Psi Phi (Social Fraternity)	464	Phi Mu Alpha (Music-Men) Thomas Canning, 293-4617
414	Omicron Nu Society (Home Economics) Babette Graf, 293-3402	165	Phi Sigma Kappa (Social Fraternity)
570	Orchesis Mary K. Wiedebusch, 293-2080	465	Phi Upsilon Omicron (Home Economics) Ruth E. Weibel, 293-3402
362	Order of the Grail (Junior Men's Honorary) Dr. Wesley Bagby, 293-2421	372	Physics, Student Society of Dr. Fred Goldberg, 293-3498
517	Orthodox Christian Fellowship Nicholas G. Evans, 293-4803	270	Pi Beta Phi (Social Sorority)
572	Outings Club Winston Fuller, 293-5323	467	Pi Epsilon Tau (Petroleum Engineering) James A. Wasson, 293-5695
656	Pakistan Students Association Siraj Muttaba Khan, 293-3421	374	Pi Delta Phi (French Honorary) Michel J. Beauchemin, 293-5121
578	Panhellenic Council, WVU Mrs. K. R. Jamison, 293-4397	170	Pi Kappa Alpha (Social Fraternity)
364	Pershing Rifles Capt. Vernon G. Luster, 293-2911	468	Pi Mu Epsilon (Mathematics) Dr. William Simons, 293-6013
516	Persian Student's Association	469	Pi Sigma Alpha (Political Science) Dr. James B. Whisker, 293-3812
648	Petroleum Engineering, Society of Prof. James Wasson, 293-5695		
510	Pharmaceutical Association, American Student Dr. Stephen A. Howard, 293-5101		

- 376 Pi Tau Sigma  
 (Mechanical Engineering)  
 Dr. H. W. Butler, 293-5360
- 614 Professional Physical Educators Club  
 Kevin Gilson, 293-3160
- 413 Professional Well Log Analysts, WVU  
 Society of  
 Dr. Herman Rieke, 293-3011/5024
- 379 Psi Chi  
 (Psychology)  
 Dr. Ralph Turner, 293-2580
- 470 Psi Omega  
 (Dentistry)  
 Dr. Calvin Gaver, 293-4782
- 582 Public Relations Society of America  
 (PRSSA)  
 Dr. Hunter McCartney, 293-3505
- 640 Radio Club, WVU Amateur  
 Dr. Melvin D. Aldridge, 293-4502
- 624 Racquetball Club, WVU  
 Dr. David Johnson, 293-3842
- 568 Rainbow Club, Mountaineer Collegiate  
 Dr. Paul Nesselroad, 293-3231
- 524 The Ranger Company, WVU  
 Capt. Ronald Carmichael, 293-2911
- 583 Rehabilitation Counseling Association  
 Dr. Thomas Blaskovics, 293-4782
- 660 College Republicans, WVU  
 Dr. James B. Whisker, 293-3811
- 380 Rho Chi  
 (Pharmacy)  
 Dr. Jim Lim, 293-5101
- 561 Rifle Club, Mountaineer
- 605 Right to Life Committee  
 Ms. Wanda Franz, 293-3402
- 618 Rugby Club, WVU  
 Dr. Richard Koon, 293-4536
- 585 Russian Circle Club, WVU  
 Dr. Gary L. Harris, 293-5121
- 653 Samothrace  
 Ms. Linda Sypolt, 296-9563
- 385 Scabbard & Blade  
 Maj. Roger D. Harms, 293-2912
- 569 Scuba Club, WVU  
 Martin W. Schein, 293-5806
- 175 Sigma Chi  
 (Social Fraternity)
- 386 Sigma Delta Pi  
 (Spanish)  
 Joseph Renahan, 293-5123
- 388 Sigma Gamma Epsilon  
 (Earth Sciences)  
 Russell L. Wheeler, 293-5603
- 390 Sigma Gamma Tau  
 (Aerospace Engineering)  
 Dr. Jerome Fanucci, 293-4111
- 180 Sigma Nu  
 (Social Fraternity)
- 185 Sigma Phi Epsilon  
 (Social Fraternity)
- 418 Sigma Tau Delta  
 (English Honorary)  
 Dr. Virgil Peterson, 293-5323
- 485 Sigma Theta Tau  
 (Nursing)  
 Ms. Joan Howard, 293-5607
- 571 Simulation Gaming Society  
 Barbara Alvis, 293-2981
- 577 Ski Club, WVU  
 Capt. Vernon G. Luster, 293-2911
- 586 Social Work Organization, Graduate  
 John Peters, 293-3501
- 575 Social Work Organization, Undergraduate  
 Robert Jones, 293-5441
- 627 Socialist Party, USA  
 Dr. William Haymond, 293-3641
- 407 Society of American Foresters  
 Dr. Bruce A. Schick, 293-2391
- 588 Soil Conservation, Society of America  
 George E. Toben, 293-3231
- 480 Society of Professional Journalists of  
 Sigma Delta Chi  
 Paul A. Atkins, 293-3505
- 486 Sociology Club, WVU  
 Dr. John Schnabel, 293-5801
- 392 Sphinx  
 (Senior Men's Honorary)  
 Robert Murphy, 293-2113
- 589 Student Action for Appalachian Progress  
 Dr. Virgil Peterson, 293-5323
- 591 Student Administration  
 Dean Joseph C. Gluck, 293-5811
- 590 Student Bar Association  
 Dean Willard Loransen, 293-5306
- 607 Student International Meditation Society  
 Ms. Margaret Rajam, 293-2140
- 644 Student National Education Association  
 (SNEA)  
 Alice Semon, 293-3902
- 573 Student Programmed Activities for  
 Children Exceptional (SPACE)  
 Dr. Thomas Lombardi, 293-3450
- 620 Student Trial Lawyers, WVU  
 Patrick C. McGinley, 293-5301
- 631 Students for Israel  
 Dr. Nancy Datan, 293-2580
- 394 Tau Beta Pi  
 (Engineering)  
 Dr. R. D. Slonneger, 293-3111
- 396 Tau Beta Sigma  
 (Band Women)  
 Don Wilcox, 293-5330

190	Tau Kappa Epsilon (Social Fraternity)	424	Women in Communications, Inc. Patricia Truitt, 293-3505
613	Thai Student Association Barbara Alvis, 293-2981	417	Women Engineers, Society Prof. Helen Plants, 293-4126
195	Theta Chi (Social Fraternity)	608	Women's Information Center Judith Stitzel, 293-5323
638	Track Club, WVU Dr. Elaine Ginsberg, 293-5525	654	Womens' Law Caucus Margaret Mahoney, 293-5301
634	Volleyball Club, WVU Jim Eneix, 293-3711	490	Xi Psi Phi (Dentistry) Dr. Robert Sausen, 293-2611
657	Water Polo Club, WVU Kevin Gilson, 293-2289	398	Xi Sigma Pi (Forestry) Dr. Kenneth Carvell, 293-2391
617	The Way, Campus Outreach Dr. Laszlo Borsay, 293-5121	655	Young Democrats Dr. David Temple, 293-3198
597	West Virginia Student Public Interest Research Group Dr. Virgil Peterson, 293-5323	665	Young Womens Christian Association Linda A. Britt, 293-3910
635	Whitewater Canoe Club Preston Welch, Jr., 293-4808 Dr. Jim Welch, 293-3391	196	Zeta Beta Tau Social Fraternity
630	Wildlife Society Dr. David Samuel, 293-4797	498	Zeta Phi Eta (Speech) Enid Portnoy, 293-3905

## Publications

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The *Daily Athenaeum* and *Monticola* are produced entirely by students under supervision of the WVU student-faculty Committee on Student Publications.

### Daily Athenaeum

293-5092

The *Daily Athenaeum* (Ath-u-nee-um) is the student newspaper. You pay a fee at registration which entitles you to receive the paper for the semester. The *Daily Athenaeum* office is at 284 Prospect St.

### Monticola

The *Monticola* (Mon-TICK-oh-lah) is WVU's official yearbook, available to you for a nominal price. To facilitate full-year coverage, it is printed during the Summer and mailed to your home about August 1. The *Monticola* business office is at 284 Prospect St.

*Monticola* means "dweller in the mountains."

## Reflections

*Reflections* is a literary magazine distributed as a supplement to the *Daily Athenaeum*. Any member of the University community is welcome to submit poetry, prose, or artwork to be considered for publication. The responsibility and support for *Reflections* is shared by the Department of English and the *Daily Athenaeum*. Anyone desiring more information should contact Aileen Chris Shafer, Department of English.





# Questions, Suggestions, And Grievances

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You have already learned that WVU is large and complex. This does not mean that WVU is insensitive to students or unwilling to accept suggestions for improvement. It does mean, however, that you must know how to work inside the University organization in order to achieve your purposes. Remember that the WVU academic organization is divided into more than ninety departments which in turn are grouped into schools and colleges, and that the support activities require more than thirty-five separately organized units. Many of the departments have enrollments larger than any except the largest of secondary schools in West Virginia. Success in getting your problems and suggestions promptly and effectively handled depends very much on your investing the time to find the right places to take them.

## Academic Matters

The principal academic officers of the University are the chairpersons of the departments, the directors of divisions, and the deans of the schools and colleges. Like those who are full-time teachers, they are teachers, too, and in addition are specifically charged by the President with the management of problems of the students and instructional personnel in their units. You can depend upon them for interest in and concern with your problems.

As in all your previous school work, questions or complaints about academic matters—such as grades, course materials, work (study) loads and the like—should first be discussed with the instructor who is offering the course. If the outcome of this discussion isn't satisfactory, then contact the chairperson of the department or director of the division that offers the course, who may work with your problem or convene a committee to take up your problem. The third level of appeal involving academic programs is the dean of the college or school that offers the course. In most cases, the dean can handle the problem, but if the problem warrants committee review, the dean will convene a special committee or refer the problem to a standing committee. Names of deans, department chairpersons, and division directors, their campus addresses, and telephone numbers are listed in the *West Virginia University Directory*.

At the beginning of every academic year in the fall, each college and school publishes the names, campus addresses, and telephone numbers of members of its standing academic committee. Copies are available to any student upon request in the dean's office, and are posted.

Suggestions for improving academic programs also may be directed to the Academic Study Committee in each college or school.

There is one significant limitation on the authority of administrators and others in the treatment of conflicts over grades assigned in course work, through

the actions of oral examining committees and the like: *assigned grades can be changed only by the individual or group which assigned them.* This procedure is based on the technical authority of the instructor, and is universal practice among the universities of the world. A hearing administrator or committee may conclude that a grade should be changed, but can merely forward that conclusion to the instructor involved. Although an instructor cannot be ordered to change the grade by any University agency, few instructors will refuse to make a change if one is recommended by a properly constituted committee.

It should be emphasized that raising questions about grades and grading systems is always helpful. Throughout the University such questioning will produce fairer and more sophisticated grading if questioning is pursued.

## Other Matters

Students who have questions, complaints, or suggestions involving other activities should contact the director of the office responsible for the activity. Names of directors, their campus addresses, and telephone numbers are listed in the *WVU Directory*. If the problem isn't resolved to your satisfaction after initial contact with the director, you should take it to the Dean of Student Educational Services.

## Further Appeals

If you remain dissatisfied after exhausting procedures with respect to either academic or nonacademic matters, you may take your problem to the President of the University. *All students, faculty, and employees of WVU have the right to appeal any decision to the President* by first writing him a summary of the case and asking for an appointment to discuss it. You may expect the President to ask whether you have exhausted the other means available to you, and to insist that all other routes be checked before he takes up your problem. This action is made necessary by the large enrollment of WVU; it is quite impossible for the President to handle all problems himself. If the problem requires it, a committee will be convened by the President to make recommendations for action.

Decisions made by the President may be appealed to the Chancellor and the West Virginia Board of Regents, 950 Kanawha Boulevard, East, Charleston, WV 25301. From there the matter may be taken to the civil courts.

## Academic Due Process

All hearings at WVU are governed by the concept of academic due process. This means essentially that both sides of each problem must be heard by the person conducting the proceedings, and that an accused has the right to face the accuser. In case the decision made is unacceptable there is a right to appeal.

Unless the applicant requests otherwise, student members will be assigned to committees hearing student appeals, and in some cases, appeals committees may be made up entirely of students. Before such appeal groups, both parties have the right to advisers and to call and cross-examine witnesses, but University committees do not ordinarily permit technical legal counsel for themselves, for employees, or for students. In the best sense, universities are self-governing communities of younger and older scholars. University hearings therefore are not courts of law, and are not conducted in adversary proceedings with technically trained judges and attorneys. The chairperson of each hearing committee is charged with insuring fair play for all concerned, and those who feel aggrieved after such hearings must seek redress in the appeals system described above or through action in the civil courts after the WVU and Board of Regents appeals system have been exhausted.





# **Laws, Policies, and University Regulations**

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On and off the campuses, WVU students, faculty, and staff are subject to the same federal, state, and municipal laws as all other citizens. A student may at any time be removed from the University if the student's presence is not conducive to the best interests of the University.

The violation of any rule or regulation of the West Virginia Board of Regents, or of the University, is prohibited. A student who violates any of these rules is subject to disciplinary action which may result in probation, suspension, or expulsion. A student who violates a federal, state, or municipal law on the University campus may be prosecuted by the proper authorities, and also may be subject to University disciplinary action which may result in probation, suspension, or expulsion.

University rules and regulations, and federal and state laws pertinent to WVU Students, include the following:

## **Alcoholic Beverages**

The legal drinking age in West Virginia is 18 for all alcoholic beverages. Those who sell alcoholic beverages are required by law to request positive proof of age before making a sale.

Alcoholic Beverage Commission Identification Cards can be obtained for use as a proof of age. In Morgantown, the ID cards are made generally on the second Tuesday of every month in the afternoon at the High Street State Liquor Store. In order to obtain a card, a student must present a birth certificate and two other forms of identification which show the birth date. A service fee of \$1.00 is charged for making the card.

Possession or use of alcoholic beverages on state property, including University-supervised residence halls, is prohibited. Any student who behaves irresponsibly under the influence of alcoholic beverages is considered in violation of University regulations.

## **Auto Laws**

According to the law, if a student holds a valid operator's license from a state or county other than West Virginia and that license allows the student to drive in West Virginia, then the student is not required to obtain a West Virginia operator's license. Such exemption is effective only if the state of which the student is a resident extends the same privileges to citizens of West Virginia.

If permanent residence is established or if for any reason a person resides in the state for noneducational purposes, the person must apply for a West Virginia license. In such cases, the person must pay a \$6.00 fee to obtain a West Virginia

license, and surrender his/her out-of-state driver's license if he/she has one. If he/she has a valid out-of-state driver's license, he/she is not required to take the West Virginia driver's test.

For further information, contact the West Virginia State Police at 599-1101.

## **Banners, Posters, and Stickers**

Placing banners, posters, and stickers on University property without proper authorization is prohibited under a state law concerning defacement of property. Under this law those found guilty of such defacement may be sentenced to 60 days in jail and/or fined \$100.

## **Behavior at Sports Events**

Because of the danger to participants in sports, officials, cheerleaders, spectators, and others, students and other spectators are prohibited from bringing into Mountaineer Field and the Coliseum any banners, flags, bottles, cans, or thermos jugs. The throwing of any article into the crowd or onto the playing field or court at Mountaineer Field or the Coliseum is prohibited.

## **Bomb Threats**

A law was passed by the West Virginia Legislature in January, 1969, making it a misdemeanor to convey or impart (or to cause to be conveyed or imparted) false information concerning the presence of a bomb or other explosive devices in, at, or near buildings, bridges, etc. A student violating this law is subject to state prosecution, as well as University disciplinary action in any case where University buildings or facilities are involved.

## **Cheating**

Since cheating creates an atmosphere of mistrust, disrespect, and insecurity, students should act to discourage and eliminate cheating of every kind.

Cheating is defined as receiving or giving assistance on an examination as well as using unauthorized sources of information on an examination, altering grades or other University records, and obtaining without authorization an examination or parts of an examination before taking the examination.

Another form of cheating, called plagiarism, is submitting or participating in the submission of assigned material falsely represented as being the result of your original efforts. This is a serious offense in whatever form it may appear—submitting an entire article falsely represented as your own, including an idea in your writing without sufficiently assimilating it into your own language and style. If you have any questions about whether a particular inclusion in your work might constitute plagiarism, you should request the guidance of the instructor to whom you are submitting the work.

The minimum penalty for cheating is dismissal from the course with a grade of F, unless in the opinion of the dean there are extenuating circumstances which indicate the advisability of a lesser penalty. For a second or subsequent cheating offense, in addition to failing the course, suspension or expulsion of the student is recommended to the WVU President. Suspension or expulsion may be recommended in first offense cases if the circumstances warrant. Students may appeal to the President for review of a decision in a cheating case, and the President may affirm or reverse the decision, in whole or part.

(The WVU *Undergraduate* and *Graduate* catalogs contain the official University policy concerning cheating.)

## **Concessions**

No person, agency, or corporation that isn't an authorized representative of the West Virginia Board of Regents can sell or take orders for any item, thing or service, or broadcast by radio or television, or solicit funds in any University facility or at any University-sponsored event without written permission from a University representative designated by the WVU President. (To obtain a concession permit, one must go to the office of the Dean of Student Educational Services, 205 Moore Hall.) Whether a written permit or contract, this permission must specify the account into which such income is paid. The Comptroller will audit receipts accruing to WVU or its units to be sure there is accurate accounting of funds according to the terms of the written permit or contract.

## **Days of Special Concern**

The WVU faculty is asked to observe five days of special concern to many students when absences are excused and no examinations or field trips are scheduled. They are Good Friday, Yom Kippur, Rosh Hashanah, the day of Malcolm X's assassination (February 21), and the day of Dr. Martin Luther King's assassination (April 4).

## **Destruction of University Property**

West Virginia law and University rules and regulations provide heavy penalties for damaging or destroying University property, and tampering with or damaging fire-fighting equipment. Criminal penalties in such cases range from fines up to \$100 and confinement in jail up to 60 days, to confinement in the penitentiary up to 10 years, depending upon the circumstances. Probation, suspension, or expulsion from the University also will result in cases where students are involved. WVU will make every effort to ascertain the identity of persons damaging or destroying University property and to prosecute such persons to the full extent of the law and University regulations.

## **Disorderly Conduct**

Disorderly or unlawful behavior, such as engaging in fights, assaults, riots, unlawful assemblies, or the violation of any municipal, state, or federal law, in University buildings or on University campuses is prohibited.

## **Dogs, Other Pets**

For health and safety reasons, dogs and other pets (except Seeing Eye dogs accompanying blind persons) are not permitted in University buildings or on University property.

## **Drugs**

Use of drugs without medical prescription and under a doctor's supervision is prohibited. Use or possession of, or the distribution of, marijuana or other drugs is subject to federal and state prosecution, as well as University disciplinary action.

## **Firearms**

Possession of firearms, firecrackers, or other explosives on University property—including in University-supervised residence halls—is prohibited.

## **Fire Equipment**

Tampering with fire equipment and the sounding of false fire alarms are prohibited by state law and by University rules and regulations.

## **Gambling**

Gambling, including the chain letter, is prohibited.

## **Hazing**

Physical and mental hazing of students is prohibited. Violations of this policy may result in student disciplinary action and loss of University recognition for organizations.

## **Open Forum**

West Virginia University is committed to maintaining freedom of inquiry and a forum for open discussion of ideas. Therefore, the University as an institution does not take positions on social-political issues; such actions would stifle the freedom of those faculty, staff, and students who might disagree with positions taken by the institution.

## Parking, Traffic Regulations

Parking and traffic regulations are in effect on the WVU campuses to regulate the heavy flow of vehicles. No state funds are available to provide and maintain parking lots, which is why fees are usually charged.

There are 1,650 free parking spaces provided in three unpaved, graveled lots that are located: (1) off Van Voorhis Road, near the Medical Center Apartments; (2) near the front entrance of the Towers residence halls, across from the Agricultural Sciences Building Annex; and (3) Patteson Drive-side of the Creative Arts Center.

The fourth free parking area is the Coliseum, where students are urged to park and use the inter-campus transportation service because of the scarcity of parking places on the Downtown Campus and at the Medical Center. Coliseum bus service is available every 15 minutes beginning at 7:45 a.m. until 5:15 p.m. across the Evansdale Campus to the Medical Center, Mondays through Fridays.

University parking regulations are enforced by University Security Officers and Parking Attendants. Failure to abide by parking and traffic regulations can result in substantial fines and towing charges.

A University parking permit, issued for a particular parking area, is necessary for parking on the campuses. Because parking space is limited, parking permits also are limited and are not issued to freshmen; students who live in residence halls, fraternity or sorority houses; or to students who live within walking distance of the campuses.

A University-maintained parking garage is located behind Mountainlair for the use of all persons. Presently, a fee is charged, payable in exact change when you leave the garage. This fee is subject to change. There also are city and private parking lots.

WVU doesn't assume responsibility for any vehicle or its contents while it is parked on the campuses. Likewise, WVU does not guarantee that parking spaces will be available. Students are advised not to bring automobiles to campus.

Parking is prohibited on campus roads (including Evansdale Dr., Fine Arts Dr., Arthur B. Hodges Dr., and Medical Center Dr.) and on entrance roads to parking areas except where paid parking is indicated that requires University parking stickers.

A brochure on parking and traffic regulations and the Transportation Schedule may be obtained from the Parking Control Office, 383 Oakland Street (Evansdale), 293-5502. Suggestions about improving the parking system may be referred to the University Parking Committee, c/o Provost for Finance and Accounting, Stewart Hall.

## Bicycles

For safety reasons and because of cleaning problems, parking or riding bicycles in University buildings is forbidden. Racks for parking bicycles are provided on the campuses.

## **Passports**

Persons who plan to travel abroad and who need a passport can obtain one by applying through the Morgantown Post Office.

Along with the completed application, one must submit: (1) two full-face pictures taken in the last six months. These must be no smaller than 2½ x 2½ inches or no larger than 3 x 3 inches; (2) a valid driver's license. If one does not have a driver's license, an affidavit must be obtained at the Post Office, filled out, and returned in place of a license; (3) a birth certificate with a raised seal. Persons who have obtained a passport in the past can submit the old passport in place of the birth certificate; and (4) a check or money order for \$13.00 made payable to Passport Office.

Since the process takes at least two to three weeks, you should submit passport applications at least six weeks before the trip. For further information call 599-7741 and ask for passport information.

## **Records**

Falsification of records in any detail (academic records, health records, change slips, etc.) or misrepresentation of a person's identity is prohibited.

## **Representing the University**

To represent the University in public appearances, you must be enrolled in the University and must meet the eligibility requirements of the department or school in which the activity originates. The records of students whose status is questionable should be checked by the department or school at the Admissions and Records Office before their participation.

## **Residence Halls Rules and Regulations**

Each residence hall has a list of rules and regulations which are included on the contract each resident signs. (Also see Appendix C.)

## **Smoking**

For health and safety reasons, state law prohibits smoking in school buildings. Instructors are required to enforce this law in classrooms. Smoking is prohibited in other University facilities where "no smoking" signs are posted. Some colleges and schools have adopted additional restrictions against smoking.

## **Speaker Policy**

Recognizing that freedom of expression and communications is essential to education, WVU supports the right of students to listen to diverse points of view as expressed by speakers they may invite to the campus. Accordingly, recognized student groups may invite speakers to the campus whether or not the speakers' viewpoints are congenial to the University.

## **Illegal Use of Telephones**

Placing long-distance telephone calls by using fictitious and unauthorized billing numbers is a federal and state criminal offense that can result in up to 10 years in jail and a \$1,000 fine. The C & P Telephone Company of West Virginia says it will prosecute those involved in such cases and new techniques permit prompt detection of offenders.

## **Use of University Facilities**

WVU property and facilities are limited to use for educational and cultural activities by organizations formally approved and recognized by WVU. No admission charge can be collected for these activities unless the expected revenue is to go to the University, one of its branches, or to the WVU Foundation, Inc., for the benefit of the University.

## **Voter Registration**

Students who want to vote in Monongalia County must first register to vote at the Monongalia County Clerk's Office in the Monongalia County Court House.

Anyone who is 18 years of age or older or who will be 18 by the next General Election is eligible to register. Students registered to vote in another county must first cancel their prior registration through the Monongalia County Clerk's Office.

The County Clerk's Office is open 9:00 a.m.-5:00 p.m., Monday through Friday, and from 9:00 a.m. until noon on Saturday. For further information, call 292-6351, extension 30.



*Creative Arts Center*

# **Disciplinary Procedures and Due Process**

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A student involved in disciplinary action is assured due process. This includes the right to a fair, speedy trial; right to proper notice; right to hear all evidence presented against the student; right to cross-examine witnesses; right to present evidence on the student's own behalf; and right to appeal.

If you are accused of committing an offense in violation of University regulations while you are enrolled in the University, your case is reported to the Dean of Student Educational Services, who has the responsibility for investigating the charges, and, if necessary, along with the SES staff, preparing a case for the Special University Senate Committee on Student Discipline.

The committee, which consists of three faculty members and two students appointed by the President, hears and makes recommendations on all cases presented to it. Recommendations of the committee may be appealed to the President. No student can be expelled by anyone other than the President.

WVU students are governed by "Policies, Rules, and Regulations Regarding Student Rights, Responsibilities, and Conduct," as enacted by the West Virginia Board of Regents. (See Appendix A.)



*WVU Medical Center*

# **Appendix A**

## **Policies, Rules, and Regulations Regarding Student Rights, Responsibilities, and Conduct**

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### **SECTION 1. GENERAL**

**1.01 Authority** — These policies, rules, and regulations are hereby promulgated by the West Virginia Board of Regents in accordance with, and pursuant to, Chapter 18, Article 26, of the West Virginia Code of 1931 as amended, and, to the extent the same are applicable, the Administrative Procedure Act of the West Virginia Code of 1931 as amended.

**1.02 Purpose** — The purpose of these policies, rules, and regulations includes, but is not limited to, the following:

- a. To establish a general policy on student life, including a statement on student rights and responsibilities, at the State Colleges and Universities.
- b. To identify behavioral expectations of students and certain prohibited acts by students at the State Colleges and Universities.
- c. To prescribe penalties and sanctions for such prohibited conduct.
- d. To define generally the powers, authority, and duties to be exercised under the control of the Board of Regents, by the presidents and officials of the State Colleges and Universities.
- e. To prescribe disciplinary actions and proceedings to be taken in cases of the violations of these policies, rules, and regulations.

**1.03 Effective Date** — These policies, rules, and regulations are effective immediately in as much as they cover any general or emergency situation that might arise at any State College or University, and as rules relating to student conduct as defined in the Administrative Procedure Act of the West Virginia Code of 1931 as amended, and they supersede any existing policies, rules, and regulations that are in conflict with these policies, rules, and regulations.

**1.04 Filing Date** — These policies, rules, and regulations were filed in the Office of the Secretary of State of West Virginia on the 7th day of August, 1970.

### **SECTION 2. DEFINITIONS**

**2.01 Board of Regents** — The West Virginia Board of Regents.

**2.02 Institution or Institutions** — Any or all of the institutions of higher education, the State Colleges and Universities, or any branch or division thereof, over which the Board of Regents shall have authority, responsibility, or control.

**2.03 President** — The chief executive officer of the institution, whatever his title, whether responsible directly to the Board of Regents or through some other officer to the Board of Regents, and shall include all those acting for or on behalf of such chief executive officer, at or by his direction, or at or by the direction of the Board of Regents.

**2.04 Property** — Any property, whether owned, rented, or otherwise held or used by the Board of Regents, by an institution, or by the institution community.

**2.05 Activity** — All or any operations conducted, sponsored, promoted, operated, or otherwise engaged in by an institution, including, by way of illustration and not as limitation of the foregoing, classroom and course activities, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research, or service.

**2.06 Facility** — Any and all property of an institution used or usable in any activity of an institution.

**2.07 Campus** — All the property and facilities of any institution serving as the *locus in quo* of any activity of an institution.

**2.08 Faculty** -- Those employees of the Board of Regents who are assigned to teaching or research or service functions at an institution, and who hold academic rank.

**2.09 Staff** -- Those employees of the Board of Regents who are assigned to any duties at an institution and who are not members of the faculty.

**2.10 Student** -- Any person who has been admitted to an institution to pursue a course of study, research or service, and who has not been graduated or dismissed from such course, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with his study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Board of Regents or the institution.

**2.11 Member of the Institution Community** -- Any officer, administrator, faculty member, staff member, employee, or student of or at an institution, as well as any person participating in an institution activity at the time applicable.

### **SECTION 3. POLICIES REGARDING STUDENT RIGHTS AND RESPONSIBILITIES**

The submission of an application for admission to an institution represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the institution pursuant to the policies, rules and regulations of the Board of Regents and the institution. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the institution community and to remain a part of it so long as the student fulfills the academic and behavioral expectations that are set forth in the policies, rules, and regulations of the Board of Regents and the institution.

**3.01 Freedom of Expression and Assembly** -- The student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms, the student has certain rights and responsibilities, including, but not limited to, the following:

- a. To have access to campus resources and facilities.
- b. To espouse causes.
- c. To inquire, discuss, listen to, and evaluate.
- d. To listen to any person through the invitation of organizations recognized by the institution.
- e. To have a free and independent student press which adheres to the canons of responsible journalism.
- f. To not violate the rights of others in matters of expression and assembly.
- g. To abide by policies, rules, and regulations of the Board of Regents and the institution pertaining to freedom of expression and assembly.

**3.02 Freedom of Association** -- Students may organize whatever associations they deem desirable, and are entitled to affiliate with any group or organization for which they qualify for membership. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the institution.

**3.03 Right to Privacy** -- The student is entitled to the same safeguards to his rights and freedoms of citizenship as are afforded his peers outside the academic community, including, but not limited to, the following:

- a. Privileged communication on a one-to-one relationship with faculty, administrators, counselors, and other institutional functionaries.
- b. Respect of his personality, including freedom from unreasonable and unauthorized searches of his living quarters.
- c. Confidentiality of his academic and disciplinary records.
- d. Legitimate evaluations made from his records.

**3.04 Academic Responsibilities** -- The institution shall define and promulgate, subject to the control of the Board of Regents, the academic requirements for graduation, the conditions leading to and attendant upon academic probation, and the requirements for student honesty and originality of expression.

- a. The student is responsible for fulfilling course work requirements.
- b. The student shall be graded solely on performance measured against academic and related standards.
- c. The student shall be protected against prejudicial or capricious academic evaluation.

**3.05 Responsibilities of Citizenship** — The student is expected, as are all citizens, to respect, and abide by, local ordinances and state and federal statutes, both on and off the campus. As a member of the educational community, he is expected to abide by the institution's code of student conduct which clarifies those behavioral standards considered essential to its educational mission.

**3.06 Disciplinary Proceedings** — Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings, the student shall be considered innocent until proved guilty of any charge. Rules and regulations shall be promulgated by each institution consistent with policies, rules, and regulations of, and subject to the control of, the Board of Regents.

#### **SECTION 4. STANDARDS OF CONDUCT: RULES AND REGULATIONS**

**4.01 Conduct Required in General** — All students at the institutions are subject to, and are required to comply with, observe, and obey the following:

- a. The laws of the United States.
- b. The laws of the State of West Virginia.
- c. Local city, county, and municipal ordinances.
- d. The policies, rules, and regulations of the Board of Regents and the institution.
- e. The directions and orders of the officers, faculty, and staff of the institution who are charged with the administration of institutional affairs on campus.

**4.02 Prohibited: Disorderly Conduct** — Any and all students who behave in a disorderly or unlawful manner, such as the actions listed below, but not limited to those listed, in or about institution property or facilities, are subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such violations in local, state, or federal courts:

- a. Fights.
- b. Assaults or battery.
- c. Riots.
- d. Unlawful assembly.
- e. The violation of any municipal, state, or federal law, or the rules and regulations of the Board of Regents or the institution.

**4.03 Prohibited Conduct: Theft or Damage of Property** — No student shall, individually or by joining with one or more others, appropriate to his or their own use, or steal, or intentionally damage or destroy any institution property or facilities or the property of any member of the institution community on or in campuses, property or facilities of an institution. Students involved in any such prohibited actions or conduct shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions or conduct in local, state, or federal courts.

**4.04 Prohibited Conduct: Disruption** — No student shall, by himself or by joining with one or more other persons, do any of the following:

- a. Disrupt or interfere with any institutional activity, program, meeting, or operation.
- b. Interfere with the rights of any member of the institution community.
- c. Intentionally injure or threaten to injure, or coerce by bodily harm or restraint or threats thereof or any other means, any member of the institution community or persons lawfully on the institution's campus, property, or facilities.
- d. Seize, hold, commandeer, or damage any property or facilities of an institution, or threaten to do so, or refuse to depart from any property or facilities of an institution upon direction, pursuant to policies, rules, and regulations of the Board of Regents or the institution, by an institution officer, faculty or staff member, or other person authorized by the president.

Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions in local, state, or federal courts.

**4.05 Prohibited Conduct: Discrimination** — No student shall, by himself or by joining with one or more other persons, promote or demand action on their part or any other member of the institution community that would constitute unlawful discrimination on the basis of race, sex, color, or political affiliation.

## **SECTION 5. POWERS, AUTHORITY, AND DUTIES OF THE PRESIDENTS**

**5.01 General Powers, Authority, and Duties of the Presidents** — The president of each institution shall be the chief executive officer of the institution of which he is the head. He shall be responsible for the entire administration of the institution, subject to the control of the Board of Regents. It shall be his duty to attend to and administer the laws of the State of West Virginia which may be applicable to the campus, the policies, rules and regulations of the Board of Regents, and the policies, rules, and regulations of the institution of which he is president. Each such president is hereby clothed with authority requisite to that end, subject to the control of the Board of Regents.

**5.02 Powers, Authority, and Duties of the Presidents: Delegation of Authority and Responsibility** — Any authority, responsibility, or duty granted to or imposed upon such a president by these policies, rules, and regulations may be delegated by him, subject to the control of the Board of Regents, to another person or persons on the faculty, staff or student body of the institution of which he is president.

All persons dealing in the matters so delegated by the president shall be required to deal with the persons to whom the president shall have delegated such authority, responsibility, or duty, and such persons shall be required to deal with the institution or the president through such designees, except on appeal to the president as specified by the president.

**5.03 Powers, Authority, and Duties of the Presidents: Promulgation of Institutional Regulations for Student Discipline** — The president of each institution shall have authority and responsibility, subject to the control of the Board of Regents, for the discipline of all students at the institution of which he is president.

The president, with the advice of faculty and students and subject to the control of the Board of Regents, shall develop, promulgate, and use disciplinary regulations and channels at each institution not inconsistent with the policies, rules, and regulations of the Board of Regents. All disciplinary regulations and channels now in existence and operation at any institution shall remain in effect and shall be used until modified, except as such regulations and channels shall be deemed modified and amended by these policies, rules, and regulations.

**5.04 Powers, Authority, and Duties of the Presidents: Activities on, and Use of Institution Property or Facilities** — The use by any person of the property or facilities of the institution shall be controlled and governed by the policies, rules, and regulations of the Board of Regents.

Regulations governing the use of such property or facilities at a particular institution shall be promulgated by the president thereof, with the advice of faculty and students, and shall conform to these policies, rules, and regulations, and be subject to the control of the Board of Regents. All presently existing such regulations shall remain in full force and effect until modified or amended in conformity to these rules, except as the same shall be deemed specifically modified and amended by these rules.

**5.05 Powers, Authority, and Duties of the Presidents: Public Use of Institution Property or Facilities, and Restrictions Imposed** — Subject to the control of the Board of Regents, notwithstanding any rule, regulation, policy, or express or implied permission for the use of, or presence in or on, the property or facilities of any institution, any person who (a) is not a student presently registered for current classes or course work at the particular institution, or, is not an employee of the Board of Regents currently on duty at the institution; and (b) by his conduct or his speech or expressions causes, or, in the opinion of the president of the institution or his delegate of authority, may be reasonably expected to cause harm to persons, property, or facilities, or disruption of, or interference with, any activity of the

institution, is no longer authorized to be in or on the property or facilities of the institution. In such instance, the president of such institution or his delegate of authority, shall cause such person to be ejected from, kept off, and kept out of the property and facilities of the institution. The president or his delegate of authority may take whatever legal or institutional action is necessary to effectuate this authority.

**5.06 Powers, Authority, and Duties of the Presidents: Use of Institutional Property or Facilities: Activities Which Interfere With, Disrupt, or Inhibit Institutional Operations –** The assertion by any person or persons of rights of speech, assembly, press, or other expression with the intention to interfere with access to, or use of, the institution's property, facilities, activities, programs or operations by those properly and regularly using the same is expressly prohibited, any rule, regulation, or permission, express or implied, notwithstanding.

**5.07 Powers, Authority, and Duties of the Presidents: Limitations of Assembly and Student Use of Institution Property or Facilities –** Subject to the control of the Board of Regents, when, in the judgment of the president of any institution, an assembly is not in the best interests of the institution or the individuals concerned, in that it presents a clear and present danger of harm to persons, property or facilities or interference with or disruption of activities, such president or his delegate of authority shall prohibit such assembly and shall take measures to prevent harm to persons, property, or facilities, or to prevent interference with or disruption of activities, as may be necessary in the circumstances or may be reasonably expected to come into existence.

**5.08 Powers, Authority, and the Duties of the Presidents: Limitation of Activities and Emergency Measures –** When there has been harm or damage to persons, property or facilities, or when there has been disruption of or interference with institution activities, or when there has been seizure or occupation of property or facilities by persons no longer authorized, then, subject to the control of the Board of Regents, when the president of an institution at which such occurrences happen or take place, deems it necessary to end or to control such occurrences and the circumstances caused thereby, he shall take any or all of the following actions or other appropriate actions:

- a. Declare a state of emergency to exist on the campus, and:
  - i. close down any part of the institution for any length of time, or limit use of certain parts of the campus, property or facilities to certain persons at certain times;
  - ii. impose curfews on the presence of persons in or on institutional facilities or property;
  - iii. place bans on gatherings of persons at places or times on or in the institution's property or facilities; or
  - iv. enlist the aid of any public authority, police, or otherwise, as may be necessary to restore order, protect persons, property, health, safety, or welfare.
- b. Immediately suspend any student who is found involved in prohibited action or conduct and who is (i.) first advised, told, or notified that his action or conduct is prohibited, and who (ii.) continues such action or conduct in spite of the warning. Such immediate suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules, and regulations.
- c. See to the enforcement of the laws of the State of West Virginia, the policies, rules, and regulations of the Board of Regents, and the policies, rules and regulations of the institution, including any emergency orders imposed as a result of the state of emergency so declared.

## **SECTION 6. DISCIPLINARY ACTION: PROCEEDINGS**

**6.01 Application to Students –** Any person who is a student as defined in these policies, rules and regulations shall be subject to disciplinary action by the institution at which he is a student if he is involved on the campus of that institution in any of the actions or conduct prohibited by these policies, rules, and regulations, notwithstanding the fact that at the time he is also an employee of the Board of Regents, or he is not presently registered for current classes or course, research or service programs. In taking disciplinary action against a

student, as defined herein, an institution may act to remove any status of such a person or to revoke or remove any right or privilege such person as a student, or to withhold, remove, or cancel any benefit, recognition or certification, including the conferring of a degree, which such a person might yet not have received from the institution.

**6.02 Sanctions in Disciplinary Action** — The following sanctions may be imposed upon students as a result of disciplinary action by an institution:

- a. Probation — exclusion from participation in certain institution activities, property or facilities for a definite stated period of time, and may be conditioned upon compliance with policies, rules and regulations, or specified required activity during the period of probation.
- b. Suspension — exclusion from all institution activities for a definite stated period of time, and any condition on resumption of activities, if any, also may be imposed.
- c. Expulsion — termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, and conditions for readmission, if any, may be stated in the order.

Sanctions of lesser severity may be imposed in any case, depending upon the finding of extenuating circumstances and the discretion of the president of the institution or the Board of Regents, whoever might be dealing with the case at the time.

**6.03 General Requirements for Disciplinary Channels** — Rules and regulations establishing disciplinary channels at the institutions, promulgated pursuant to sections 3.06 and 5.03, hereof, or any of these policies, rules and regulations, shall provide, among other things, at least for the following:

- a. There shall be a hearing board whose members shall be members of the institutional community and whose number shall be at least three and, in any event, on any panel hearing a case, shall be odd,
- b. The jurisdiction and authority of the hearing board shall be, in cases of disciplinary action against students:
  - i. to hear evidence;
  - ii. to make findings of fact from the evidence presented; and
  - iii. to make recommendations to the president of the institution based upon such findings of fact, as to the disposition of the disciplinary action, including sanctions to be imposed, if any.
- c. The hearing board shall have exclusive original, first hearing, jurisdiction of cases involving the alleged violations of sections 4.02, 4.03, and 4.04 of these policies, rules, and regulations, and of cases involving students suspended pursuant to section 5.08b of these policies, rules, and regulations.
- d. The hearing board shall have such appellate jurisdiction, as may be appropriate to the institution, from the determinations and recommendations of any lesser disciplinary channel, but, in any event, there shall be an appeal to the hearing board from such lesser disciplinary channels as a matter of right on behalf of any student where the lesser disciplinary channel has made a recommendation for the imposition of the sanctions of suspension or expulsion.
- e. The student may then object or take exception to the recommendation of the hearing board under such procedures as the president may deem appropriate.

**6.04 Procedural Standards in Disciplinary Proceedings** — In any disciplinary proceedings before a hearing board established pursuant to section 6.03, brought against a student for alleged misconduct, actions, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed:

- a. Written charges of violation shall be presented to the accused student which shall include at least:
  - i. a statement of the policy, rule, or regulation which he is alleged to have violated;
  - ii. a statement of the facts to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and the actions or behavior complained of; and
  - iii. a statement that a hearing will be had before the hearing board on the charges, together with notice of the date, time and place of the hearing.

It is expressly provided, however, that such written charges shall not be fatally defective so as to prevent the set hearing or to require further amplification if such minimum requirements are met reasonably and in good conscience at the discretion of the hearing board.

b. Said written charges shall be served upon the student charged by one of the following means:

- i. handing a copy to him in person, if he can be found with reasonable diligence in the town where the institution is located and the hearing is to take place; or
- ii. mailing, via certified mail, a copy to him at the residence he uses while in attendance at the institution, as last noted on his official records at the institution; or
- iii. if he is not presently registered at the institution or in any event by mailing via certified mail, a copy of his last known permanent or home residence as disclosed by his official records at the institution.

It is expressly provided, however, that such service of charges and notice of hearing shall not be defective if the student shall have hidden himself, refused mail, or shall have failed to notify the institution of his current address while attending the institution or of his current permanent home address, and the hearing may proceed without hindrance or delay.

c. A hearing shall be had at the date, time and place specified, unless postponed by the hearing board for good cause shown. The hearing shall be conducted in such manner as to do substantial justice and shall include at least the following:

- i. The accused student has the right to have an advisor with him, but such advisor may not be a person other than his parent or guardian, a student at the institution, or member of the faculty or staff of the institution, unless specifically permitted by name by the hearing board;
  - ii. All material evidence may be presented subject to the right of cross-examination of the witnesses;
  - iii. There shall be a verbatim record, such as a tape recording, of the hearing;
  - iv. In any event the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of and content of testimony of the witnesses against him; and to present any evidence on his behalf as may be relevant and material to the case.
- d. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and recommendations shall be based solely upon the evidence presented, and shall be based upon proof of violation of policies, rules, and regulations by the student as charged by a preponderance of the evidence in the case as a whole.
- e. After the hearing, the hearing board shall make findings of fact and recommendations for the disposition of the case and sanctions to be imposed, if any, and forward the same to the president of the institution. After the time for making objections or exceptions as may be provided in the institution's rules and regulations shall have elapsed, the president shall take such action as he finds appropriate under all the circumstances.

**6.05 Review by the Board of Regents** – The Board of Regents may, from time to time, require from the presidents, or any of them, reports on disciplinary actions or proceedings over a period of time or as to any specific case or cases. Such reports shall be in such form as the Board of Regents may require. In addition, the Board of Regents may, pursuant to such procedures as the Board of Regents may specify, grant an appeal from the disciplinary action of any president on the record of the case submitted and on leave of the Board of Regents first obtained. In any case of any review of disciplinary action, the Board of Regents may take such action as it deems reasonable and proper in all the circumstances and in answer to all of its responsibilities under the law.

# **Appendix B**

## **West Virginia University Policy on the Family Educational Rights and Privacy Act**

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The Family Educational Rights and Privacy Act of 1974 is a Federal law which states; (a) that a written institutional policy must be established; and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

West Virginia University accords all the rights under the law to students who are declared independent. No one outside West Virginia University shall have access to nor will West Virginia University disclose any information from students' education records without the written consent of students except to personnel within West Virginia University and the West Virginia Board of Regents; to officials of other institutions in which students seek to enroll; to persons or organizations providing students' financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with judicial order; to organizations conducting studies for, or on behalf of, educational agencies of institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction; and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the West Virginia University community, only those members, individually and collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Office of Admissions and Records, the Office of Student Educational Services, and academic personnel within the limitations of their need to know.

At its discretion West Virginia University may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Office of Admissions and Records, West Virginia University, Morgantown, WV 26506, before the close of the late registration period for the fall semester.

To assure that the request for non-disclosure of Directory Information is properly processed and honored, the student should use the Official Form available in the Office of Admissions and Records. Request for non-disclosure will be honored by West Virginia University for only one academic year. Therefore, authorization to withhold Directory Information must be filed annually in the Office of Admissions and Records. For this purpose the academic year of West Virginia University commences with the beginning of the fall semester and runs through the spring semester and both sessions of the summer school.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels be unacceptable. The Office of Admissions and Records at West Virginia University has been designated to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic, cooperative education, and placement records. Students wishing to review their education records must make written request to the Office of Admissions and Records listing the item or items of interest. Only records covered by the Act will be made available within 45 days of the

request. Students may have copies made of their records with certain exceptions, e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere. These copies would be made at the students' expense at the prevailing rates charged at coin-operated copying machines operated by the University. Education records do not include records of instructional, administrative, and educational personnel which are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records, or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Students **may not** inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case West Virginia University will permit access only to that part of the record which pertains to the inquiring student. West Virginia University is **not required** to permit students to inspect and review confidential letters and recommendations placed in their files before January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Office of Admissions and Records. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Office of Admissions and Records of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Dean of Student Educational Services who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panel which will adjudicate such challenges will consist of not less than three members, including at least one student member, of the West Virginia University Student Records Hearing Committee, a seven-member committee, consisting of four members of the faculty and three students, appointed annually by the President of the University.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panel, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the education records, maintained as a part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act, may appeal in writing to the President of West Virginia University. Decisions made by the President may be appealed to the Chancellor and the West Virginia Board of Regents, 950 Kanawha Boulevard, East, Charleston, WV 25301. Further, students who believe that their rights have been abridged, may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education, and Welfare, Washington, DC 20201, concerning the alleged failures of West Virginia University and/or the West Virginia Board of Regents to comply with the Act.

Revisions and clarifications of this Policy will be published as experience with the law and West Virginia University's policy warrants.

## Annual Notice to Students of the Family Educational Rights and Privacy Act of 1974 And Notice Designating Directory Information

Annually, West Virginia University informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which West Virginia University intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Office (FERPA) concerning alleged failures by West Virginia University to comply with the Act.

The West Virginia University Policy on the Family Educational Rights and Privacy Act explains in detail the procedures to be used for compliance with the provisions of the Act. Copies of the policy can be found in the offices of all deans and directors. The policy also is printed in the *Student Handbook* and annually in the *Daily Athenaeum*. The offices of the deans and directors also maintain a Directory of Records which lists all education records maintained on students by West Virginia University.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of Admissions and Records.

West Virginia University hereby designates the following categories of student information as public or "Directory Information." Such information may be disclosed by West Virginia University for any purpose, at its discretion.

**Category I:** Name, address, telephone number.

**Category II:** Dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (including Dean's List), degree(s) conferred (including dates).

**Category III:** Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of Admissions and Records at West Virginia University, Morgantown, WV 26506, before the close of the late registration period for the Fall Semester. Official forms requesting the withholding of "Directory Information" are available in the Office of Admissions and Records. To assure that a request to withhold "Directory Information" will be properly processed and honored, it should be submitted on the Official Form.

West Virginia University assumes that failure on the part of any student to specifically request, on the Official Form, the withholding of categories of "Directory Information" indicates individual approval for disclosure.

## **Appendix C** **Residence Halls**

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### **STAFF**

Even more important than large closets, washing machines, or Ping Pong tables is the staff in your hall. You will get to know staff members but you also need to know why they are living and working with you.

The staff in the residence halls at WVU is part of Student Educational Services. Therefore, the staff members are not considered housemothers or proctors, but rather educators. The facilities are designed to offer the widest possible opportunities for students to continue their educational experiences beyond the classroom.

The Resident Assistants (R.A.) are students who are interested in and concerned about persons, and who find satisfaction in being of help to others. It is from R.A.s that students pick up their cues about the University's expectations—expected behavior and expected attitudes about themselves, their studies, and other people.

The R.A. is *not* a disciplinarian. Students are encouraged to make and enforce their own rules and regulations. The R.A.s are a source of information about the variety of opportunities on campus for out-of-class learning. They are someone to whom you should feel free to go with any problems. They are here to help you. They are expected to see you daily and certainly to find you if 24 hours go by without their seeing you.

## MAIN OFFICE

Your hall will have 24-hour office coverage and will serve as an information center concerning all University-related matters. If you should have questions about telephone numbers, scheduling of University events, intra-hall events, or such related matters, contact your main office. Someone will be glad to help you. Besides answering questions, the person on duty will handle emergencies and help you in any way possible.

Your payment of the Room (and Board) Fee was due, in advance, at the time of registration. Note that you may be required to vacate your room in the residence hall and/or discontinue eating in the dining room if delinquent room and board charges are not paid. The Housing Office may make modifications or exceptions to the payment dates.

The housing contract is binding for the entire academic year or other period stated in the contract. Cancellation after the no-refund dates for any other reason than withdrawal from the University or academic suspension, means that the student must pay the room rent for the balance of the contract period. If a student is asked to leave the hall because of disciplinary reasons, the student is likewise held responsible for the payment of the room rent portion of the contract.

## KEYS

You will receive a room key upon registering in your hall. Please exercise extreme caution in safeguarding your key as the residence hall cannot be responsible for the loss of private property. Should you for any reason lose your key, report the loss to the Head Resident. You also are required to pay the Housekeeper in your hall for a new key.

If your hall uses mailbox keys and you should lose yours you must purchase a new one from the hall Housekeeper.

## COMMONS AREAS

Areas for use by both sexes are designated Commons Areas. The Commons Areas of your residence hall include main floor lounges (study and TV), the lobby, recreational areas, and listening rooms. No use of the Commons Areas is permitted after closing hours.

### Kitchenette

Kitchenettes are provided for the residents of all University-owned halls. In order to use the kitchenette and its equipment you are required to sign up for its use at your main office.

### Laundry

All residence halls provide laundry facilities, including coin-operated washers and dryers, pressing rooms with ironing boards and irons. Instructions regarding the sign-up and use of laundry facilities will be posted in your hall at the beginning of the year.

### Library

University halls provide limited library facilities. In addition, The Towers houses a branch of the University Library. Check at your main desk for library hours.

### Arts and Crafts Center

Located in The Towers on the lower level is the Arts and Crafts Center, available to all students. This facility offers scheduled classes throughout the year in 17 different crafts, including leathercraft, pottery, ceramics, macrame, candle making, decoupage, and lapidary.

There is no charge for the use of the facilities; however, you must pay a nominal fee for the materials you use. The Arts and Crafts Center is open from 12:00 noon to 10:00 p.m., Monday through Thursday. The Center is closed Friday through Sunday.

## **FOOD SERVICE**

There are cafeterias at Towers, Boreman, Arnold, and Stalnaker halls. Three meals a day are offered seven days a week except for Sunday when no evening meal is served. Guest meal tickets may be purchased through your Food Service Manager. Should your academic schedule not permit you to return to your dining hall at noon, contact your Food Service Manager at the beginning of the semester about a bag lunch, or the possibility of eating at another hall for the lunches you will be missing. Snack bar service is offered the residents of The Towers. Meal and snack bar hours will be designated and will be posted for your information. All residence halls are equipped with vending machines for your convenience.

If you do not live in a hall and are interested in purchasing a meal ticket to eat your meals in a University-owned residence hall, contact Annette Smith, Assistant Director of Housing in charge of Food Service. Her office is located in Arnold Hall.

## **CENTREX SYSTEM AND TELEPHONE SERVICE**

All University-owned halls have house phones on the Centrex system to be used when calling from the main floor to a room. Your room also is equipped with a phone on the Centrex system. This means that when you are calling within the University you dial only the last four digits; when calling in the Morgantown area you must dial "9" and the complete seven-digit phone number. For long-distance calling, other than collect, you must obtain a Telephone Identification Number (TID) by applying at the C & P Telephone Company, 145 Fayette Street. You will be billed monthly for your long-distance calls.

## **MAIL SERVICE**

All residents are provided with mailboxes. The hours your mail room will be open, times when you can pick up packages, and the times mail will be placed in the boxes will be posted at the beginning of the year. You may send and receive inter-campus mail via the campus mail service. Campus mail must not be mixed with regular U.S. Postal Service mail nor be deposited in regular U.S. drop boxes.

## **OTHER FACILITIES**

There may be other facilities available to you which are unique to your residence hall. These may include: sewing rooms, sun decks, physical fitness rooms, storage rooms, and music practice rooms. Consult your R.A. or your main office for specific information.

## **HALL GOVERNMENTS**

The students living in each residence hall elect their hall's officers for the fall and spring semesters.

In addition to the programs in every residence hall provided by Student Educational Services, the council plans events for the benefit of all residents. Holiday parties, coffee houses, and speakers are just some of the activities provided. Your council sponsors candidates in various campus contests and pageants. The council also functions through various committees: social, cultural, food and housing, publicity.

Councils are responsible for enacting and enforcing any additional regulations pertaining to the Commons Areas that are needed to complement or supplement rules already enacted—such as quiet hours, line-cutting, etc.

## **RULES AND REGULATIONS**

*Room changes* are permitted only as authorized by the head resident and the Housing Office.

Residents are responsible for all *property in their rooms*, both University and their own. A resident who causes damage or permits damage to occur will be required to pay for

restoration of the damaged area or articles. All residents of a room are jointly responsible for the room, and if it cannot be established which resident caused damages, all residents of the room will be held equally responsible for sharing costs.

*West Virginia University Residence Halls are for the appropriate use of WVU students, WVU employees, and their guests.*

*They are primarily intended for use by freshmen, who are the only students required to live in them. Therefore, the policies that govern the residence halls are designed to aid freshmen in the sometimes difficult transition to university life. Sophomores, juniors, and seniors voluntarily choose to live in University-supervised residence halls and thus voluntarily accept these policies.*

*Individuals violating WVU rules and regulations or municipal or state laws will be referred immediately to University and/or civil authorities for appropriate disciplinary action.*

*WVU identification may be required at any time within the halls.*

For safety reasons, nothing may be thrown from a residence hall window. Students likewise are expected to refrain from leaning out of windows. If there are screens in your windows, they are not to be removed. At The Towers the windows may not be opened.

No pets are permitted in the residence halls. Pets often cause problems in regard to allergies, odors, noise, feeding, shedding, house breaking, and fear of animals by some residents and maids.

*Alcoholic beverages*, including 3.2 beer, may be neither stored nor consumed in residence halls. Dangerous drugs and narcotics as defined and prohibited by State statutes also are prohibited in residence halls. Firearms, weapons, fireworks, gasoline, flammable liquids, explosives, and volatile chemicals (any substance which is highly combustible or explosive) are not permitted in residence halls.

The *theft* or intentional destruction of property belonging to the residence hall or any person in the residence hall is prohibited. Vandalism, including marking on residence hall structures and furniture, tampering with the elevators, and improper use of the fire extinguishers, is forbidden. The cost of repairing damage caused by vandalism is reflected in higher room and board rates and reduced services. The University and the residence halls assume no responsibility for theft, damage, or destruction of personal belongings in or on residence hall properties.

*Tableware or food* is not to be removed from the dining room. The board rate is not calculated to provide residents with extra snacks or food items to take out of the dining room. Dining room plates, cups, glasses, silverware, and other tableware are used to serve all residents of the hall. Taking tableware from the dining room deprives others of its use and results in the use of money allocated for food purchases to replace missing tableware.

All residence halls will close at a previously announced hour. After *closing hour* only the residents of that hall will be permitted to remain in the hall or to use its facilities. All guests, except those registered as overnight guests, must leave the building at closing hour.

All students are expected to inform someone in their residence hall if they intend to remain away from the hall *overnight*. This rule may be complied with by informing your resident assistant, head resident, roommate, or suitemate (if any) as to where you will be. This information will be used only if an emergency arises which requires getting in contact with the student.

*Overnight guests* of the same sex are permitted only on Friday and Saturday nights. It is the responsibility of the host or hostess to register the guest(s) at the main office. Guests are expected to maintain all the rules of the hall and the host or hostess is responsible for the behavior of the guest. A University student of the same sex may stay overnight as a guest of a resident for purposes of study on week nights and must register.

Guidelines for *Open House*, the times during which residents of the opposite sex may visit each other in the residence hall rooms, will be made available to the residence halls' officers early in the semester.

In case of a *fire alarm or bomb threat*, whether or not such alarm or threat is genuine, all persons in the residence hall are required to leave the building when notification of such an event is made by a member of the residence hall or University staff, or by the use of a mechanical alarm system. Turning in false fire alarms, or reporting false bomb threats, is

expressly prohibited by state law and any person found violating these laws will be reported to the proper authorities for prosecution. Students also are prohibited from tampering with the fire extinguishers or other fire equipment. State law requires that these extinguishers always be in condition for use.

## FIRE DRILL INFORMATION

If a fire is detected, you should

- (a) set off the nearest fire alarm,
- (b) call or go to the dorm office and inform the staff member on duty about the nature and location of the fire.

(If you can't locate the staff member on duty, any staff member may assume responsibility.)

DO NOT call the University Operator or the Morgantown Fire Department. The staff member will take care of reporting to the appropriate persons. Once you have reported, evacuate the building.

The following procedures must be followed by *every* resident *every* time the alarm goes off:

1. You *must* leave the building via the exit designated by the staff member on your floor. This exit will be pointed out to you upon your arrival as a resident in the hall.
2. Before leaving your room when the alarm goes off:
  - A. Turn on the overhead lights
  - B. Close your windows
  - C. Put on a full length coat (not a robe)
  - D. Put on shoes (not bedroom slippers)
  - E. Carry a large towel for head and face protection against flames and smoke
  - F. Close your door as you leave but be sure it is not locked
3. Walk calmly (don't run) to the exterior of the building via your assigned exit.
4. Be sure the stairway door is closed behind you if no other residents are following you.
5. Do not return to the building (even though the fire alarm stops ringing) until the signal is given by the staff member in charge.

Treat a fire alarm as though a serious condition exists. You will have no indication which is a real alarm and which is a drill.

The resident assistant, or someone appointed by the head resident to act in the absence of the staff member, will see that all residents have evacuated and will report to the head resident, who will remain in the central lobby. The head resident will report to the fire chief that the building is evacuated and will leave also. All staff and residents will remain outside the building, far enough away so that they do not impede the work of the firemen, until the fire chief tells the head resident that the building may be re-entered. The head resident will then inform the residents that they may return to their rooms.

If you detect a very minor fire, you may try first to put it out with the nearest fire extinguisher. If this one fire extinguisher fails to extinguish it, then you must use the above-described procedure. If the fire extinguisher does succeed, you still must report immediately to the staff member on duty so that a qualified staff member can check your decision that the fire is out and will not recur, and so that the fire extinguisher can be refilled promptly.

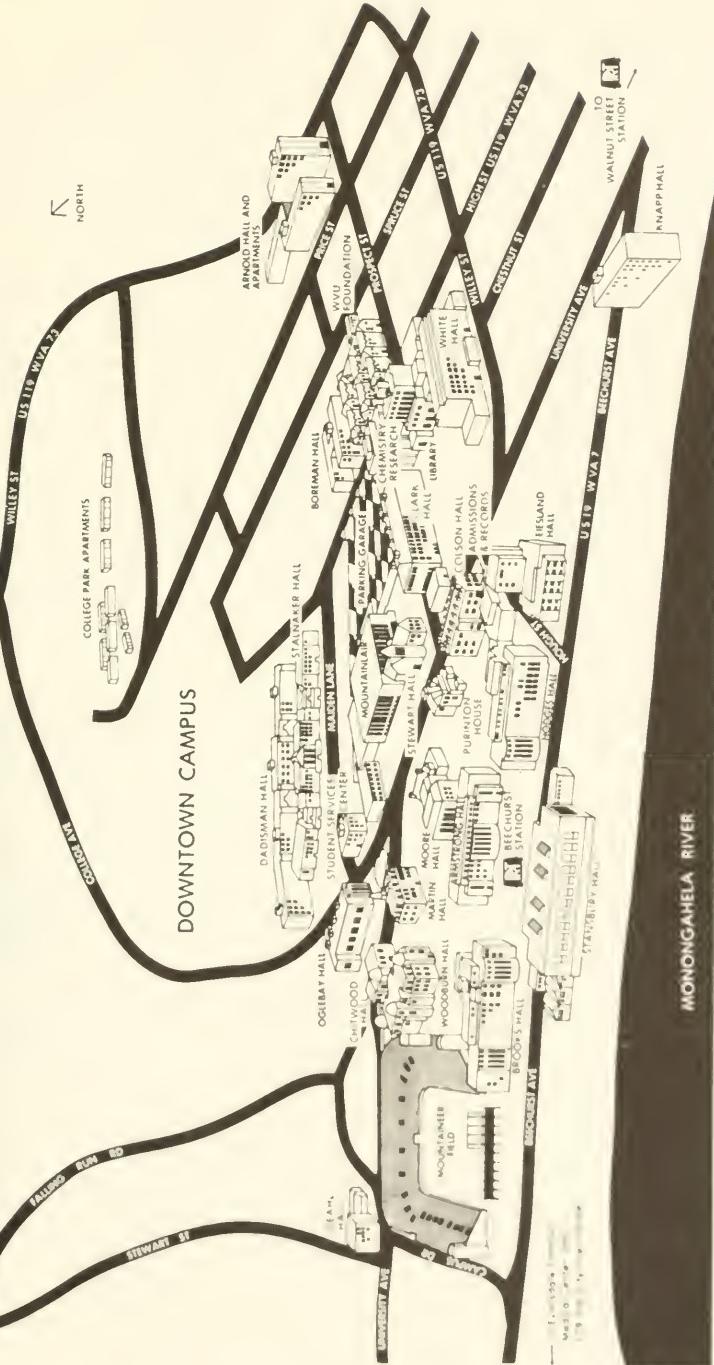
Finally, you must be aware that false alarms are taken very seriously by University officials. False alarms are serious and very immature acts, but are especially serious when so many persons live under one roof. Therefore, persons who are found guilty of setting off a false alarm will be prosecuted to the full extent of the law (which may include both a fine and a prison sentence) and violators are subject to suspension from WVU.

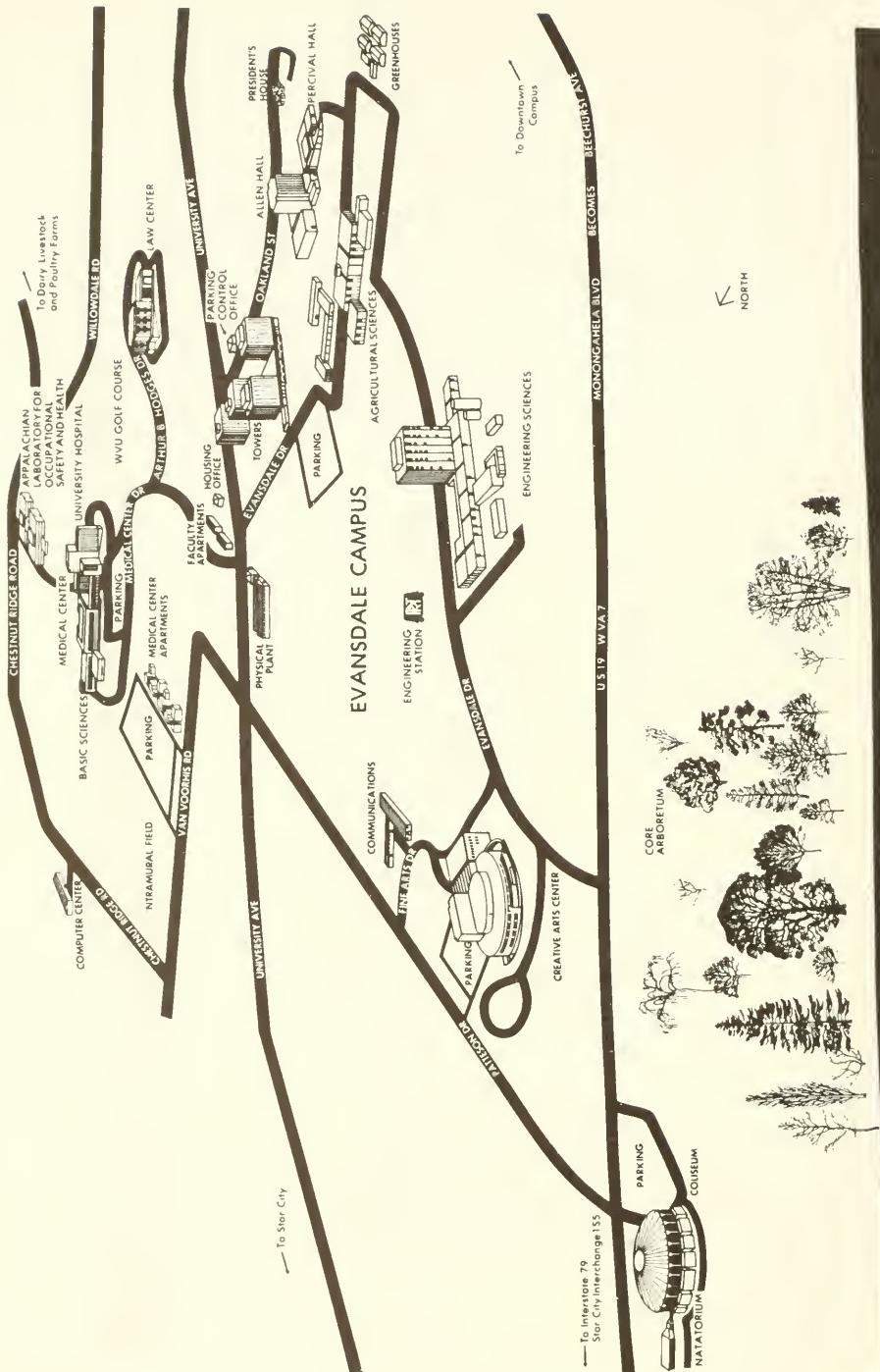
To W.V.U. Forest Plant Sciences Farm  
and Mountain Airport

HORTICULTURE FARM

Dormitory  
and Plow & Power

## DOWNTOWN CAMPUS





## HAIL, WEST VIRGINIA

Let's give a rah for West Virginia, and let us pledge to her anew,  
Others may like black and crimson, but for us it's Gold and Blue—  
Let all our troubles be forgotten, let college spirit rule,  
We'll join and give our loyal efforts  
For the good of our old school.

It's West Virginia, it's West Virginia,  
The pride of every mountaineer,  
Come on you old grads, join with us young lads  
It's West Virginia now we cheer! (rah! rah!)  
Now is the time boys to make a big noise  
no matter what the people say—  
For there is naught to fear, the gang's all here,  
So hail to West Virginia hail!

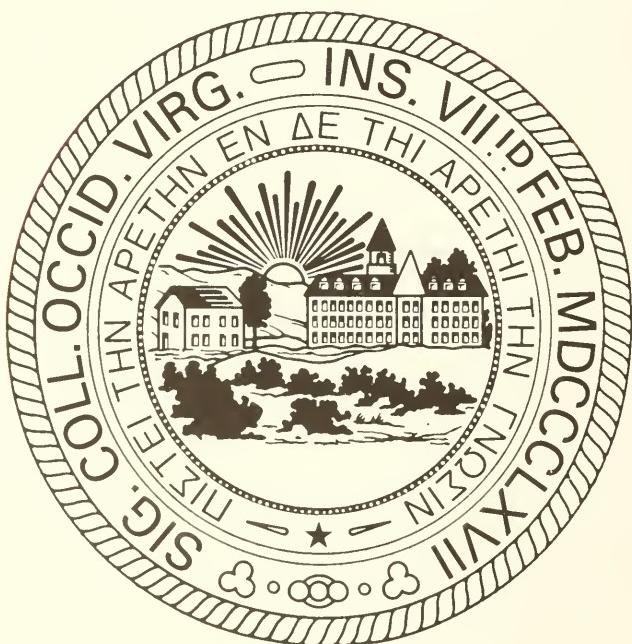
## MOUNTAINEER FIGHT SONG

Fight! Fight! Fight! Fight! Mountaineers—  
We're here to cheer for you.  
Take that old ball down the field—  
We're putting all our faith in you—  
Play that team right off its feet—  
You can't be beat we know—  
And when the game is through we'll cheer for you  
West Virginia, West Virginia, rah!

## ALMA MATER

Alma, our Alma Mater, the home of Mountaineers,  
Sing we of thy honor, everlasting through the years;  
Alma, our Alma Mater, we pledge in song to you,  
Hail, all hail, our Alma Mater, West Virginia U.!

WEST VIRGINIA UNIVERSITY  
Established February 7, 1867



*...add to your faith virtue, and to virtue knowledge.*

*-2 Peter 1:5*